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GOVERNMENT OF INDIA

REPORT

of

The Central Wage Board for Electricity Undertakings

1969

MINISTRY OF LABOUR, EMPLOYMENT AND REHABILITATION
(DEPARTMENT OF LABOUR & EMPLOYMENT)

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CHAPTER I

INTRODUCTORY

Constitution of the Wage Board and the ns of Reference.—The Central Wage Board Electricity Undertakings was constituted by Government of India in the Ministry of our, Employment and Rehabilitation (Depart-t of Labour and Employment) vide Resolu- No. WB-15(1)/64, dated the 28th May, 1966 ursuance of the recommendations made in 25 of Chapter XXVII of the Second Five Plan and in Para. 20 of Chapter XV e Third Five Year Plan.

1.2. **Composition of the Board.**—The composi-on of the Wage Board was originally as llows :—

Chairman
Shri P. P. R. Sawhny

Independent Members
Shri Jagannath Rao Chandriki, M.P.
Prof. M. B. Desai

Members Representing Employers
Shri R. P. Aiyer
Shri S. N. Ray
Shri U. Chandu Nair

Members Representing Workers
Shri J. C. Dixit
Shri D. P. Pathak
Shri Vimal Mehrotra

Member-Secretary
*Shri Teja Singh Sahni

Shri Jagannath Rao Chandriki, M.P. an independent Member of the Wage Board, was replaced by Shri G. Venkatswamy, M.P. with effect from the 5th September, 1967 *vide* Resolution No. WB-15(14)/67, dated the 5th September, 1967 read with Corrigendum No. WB-15(14)/67, dated the 18th September, 1967.

Shri S. N. Ray who was one of the Members epresenting employers retired from the Office f Chairman of the West Bengal State Electri-ty Board and he was succeeded by Shri S. Dutt-Iazumdar, as Chairman. Shri Dutt-Mazumdar as appointed Member of the Wage Board in place of Shri Ray *vide* Resolution No. WB-15(3)/65, dated the 3rd July, 1967.

Shri U. Chandu Nair who was one of the Members representing employers relinquished arge of the office of Chairman of the Kerala tate Electricity Board. Shri G. Sambasiviah, hairman, the Mysore State Electricity Board as appointed as Member of the Wage Board in ace of Shri Nair *vide* Resolution No. WB-15(3)/ ated the 4th September, 1967. Subsequently, hri Sambasiviah relinquished charge of the e of Chairman, the Mysore State Electricity oard, he was replaced as Member of the Wage oard by Shri S. T. Raja, Chairman, the Gujarat ectricity Board *vide* Resolution No. WB-15(3)/ , dated the 19th July, 1968.

Shri Teja Singh Sahni relinquished charge of the office of Member-Secretary of the Wage Board on 25th November, 1967 to take up his new ignment as Industrial Relations Adviser to the vernment of Malaysia and Shri Vidya Prakash, eputy Secretary to the Government of India was appointed in his place as Member-Secretary *vide* Resolution No. WB-14(8)/68, dated the 14th August, 1968.

1.3. The following are the terms of reference of the Board :—

(a) to determine the categories of employees (manual, clerical, supervisory etc.) who should be brought within the scope of the proposed wage fixation ;
(b) to work out a wage structure based on the principles of fair wages as set forth in the report of the Committee on Fair Wages ; and
†(c) to evolve a Gratuity Scheme for the Industry.

Explanation.—In evolving a wage structure, the Board should, in addition to the considerations relating to fair wages, also take into account :—

(i) the public utility character of electricity undertakings ;
(ii) the need of the industry in a developing economy ;
(iii) the requirements of social justice ;
(iv) the need for adjusting wage differentials in such a manner as to provide incentive to workers for advancing their skill ; and
(v) the desirability of extending the system of payment by results.

Explanation.—In applying the system of payment by results the Board shall keep in view the need for fixing a minimum (fall-back wage) and also to safeguard against over-work and undue speed.

1.4. **Headquarters.**—The headquarters of the Board were located at New Delhi.

1.5. **Procedure and Programme.**—The Wage Board met for the first time on 20th June, 1966 at New Delhi to consider its terms of reference and the procedure to be followed. It was decided that 4 Members should form a quorum at a meeting—one independent Member (who should preside in the absence of the Chairman) and one Member representing the employers, one representing the workers, and the Chairman. Later on, at a meeting held on 22nd March, 1968 the Board decided that the quorum for a meeting should be four consisting of one Member representing the employers, one representing the workers and two others, and that in the absence of the Chairman, any one of the Members present could be elected to preside over the meeting. It was agreed that every item in the meeting should be decided by a majority of votes, and that in the event of equality of votes, the Chairman should have the casting vote.

1.6. It was decided to issue a detailed questionnaire to the concerned parties in order to collect factual data and obtain their views on various issues to be followed by taking oral evidence of the interested parties to enable them to support and amplify the views which they may express in their replies to the questionnaire. It was also decided that lawyers should not be allowed to represent the parties at the public hearings.

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*Appointed *vide* Resolution No. WB-15(1)/64, dated the September, 1966.

†Included in terms of reference *vide* Resolution No. WB-15(5)/66, dated the 20th August, 1966.

1.7. **Questionnaire and Response.**—The Board appointed a Sub-Committee consisting of Prof. M. B. Desai, S/Shri S. N. Ray and J. C. Dixit with Chairman and Member-Secretary of the Board as ex-officio members to finalise the questionnaire. The draft questionnaire finalised by the Sub-Committee was approved by the Board in its meeting held on the 13th January, 1967 after incorporating certain amendments. The questionnaire has been reproduced in Appendix I. The questionnaire was sent to the Government of India Press on 13th February, 1967 for printing and copies of the printed questionnaire were received from the Press in April, 1967. It was circulated to 336 employers and their associations and to 389 labour unions. Copies of the questionnaire were also sent to the State Governments, official and non-official bodies and other parties who were considered to be in a position to assist the Board in its work. A request was made to all such parties to furnish their replies within a period of three months of the receipt of questionnaire by them.

In view, however, of the requests received from some of the parties the Wage Board decided to extend the time limit for submission of replies to 30th September, 1967, and then successively to 30th November, 1967, 31st January, 1968, 29th February, 1968 and finally upto 30th April, 1968. In order to ensure that as many parties as possible should send their replies, the Chief Secretaries of the State Governments, the Organisations of Employers, and the All India Labour Unions were requested to use their good offices with the concerned parties to expedite their replies.

The following table gives the details of the copies of questionnaire issued and the number of replies received :—

Organisation etc.	No. of parties to whom questionnaire was issued	No. of replies received
(1) Employers and their Associations	336	61
(2) Labour Unions . .	389	43
(3) Others	131	3

1.8. **Public Hearings.**—As stated earlier, in addition to collection of information through mailed questionnaire, the Board decided to give hearing to all such parties as might be interested in giving evidence before the Board. For this purpose the Wage Board held public sittings at important cities in various regions viz. Ahmedabad, Bombay, Bangalore, Calcutta, Madras, Delhi, Gauhati and Srinagar to suit the convenience of the parties. A statement showing the parties that gave evidence before the Board at various centres is given in Appendix II. In view of the special characteristics of the electricity industry in the country and the likely repercussions of the Wage Board's recommendations on industrial and agricultural development, the Board at their meeting held on 25th January, 1969 decided to invite representatives of the Federation of Indian Chambers of Commerce and Industry and the Associated Chambers of Commerce and Industry and a few eminent labour leaders (namely Sarvashri S. R. Vasavada, G. Ramanujam, S. A. Dange, Bagaram Tulpule and S. C. C. Anthony Pillai) to appear before the Board and give the Board the benefit of their views. In response to these invitations the representatives of the Federation of Indian Chambers of Commerce and Industry, the Associated Chambers of Commerce and Industry and only Shri Vasavada (on behalf of himself and Shri Ramanujam) appeared before the Board and made useful suggestions for the consideration of the Board.

1.9. **Appointment of Sub-Committee.**— Wage Board took up the question of appo ment of a Sub-Committee to prepare a worki paper on wage structure and other allied matte at its first meeting. After discussing the matt in some of its earlier meetings, the Board decide that it would be appropriate to appoint the pr posed Sub-Committee after the replies from th parties to the questionnaire had been recei as that would provide the necessary data. Aft replies were received from some of the partie the Wage Board at its meeting held on 3rd February, 1968 decided to constitute a Sub-Committe consisting of the Chairman (ex-officio), S/Shr R. P. Aiyer (Convenor), Vimal Mehrotra and Prof. M. B. Desai to consider standardisation of nomenclature, job description, determination of wage differentials and other related matters and prepared a working paper for the consideration of Wage Board. The Sub-Committee at its meeting held on 5th and 6th April, 1968 decided that apart from determining nomenclatures, wage scales, etc., it was necessary to undertake job evaluation so as to achieve a measure of rationalisation in wage fixation and sought the approval of the Wage Board to this proposal. On a reference being made to the Government about the proposal of the Sub-Committee to undertake job evaluation, the Government advised that the unit-wise job evaluation in the present case would not be feasible, that the effort would be both costly and time-consuming and that the results would in any case be not commensurate with the effort. The advice of the Government was considered by the Wage Board at its meeting held on 2nd May, 1968 and the Board came to the view that instead of undertaking job evaluation studies which were time-consuming, identical results could be achieved by systematic categorisation of various jobs with descriptions with a view to evolving appropriate wage scales etc. It was accordingly decided that such studies be made by the Sub-Committee. It was further decided by the Board that as recommended by the Sub-Committee Shri Damodar Maurya, General Secretary, Indian National Electricity Workers, Federation, Jaipur and Shri M. N. Chaturvedi, General Secretary, Kanpur Bijli Mazdoor Sabha, be associated with the Sub-Committee in its work and that Shri M. R. Bhat, Resident Engineer, Bombay Suburban Electric Supply Ltd., be invited to assist as an expert. The Study Group was also assisted by two other experts, Shri G. G. Desai and Shri V. M. Joglekar of Bombay Suburban Electric Supply Ltd. Shri Damodar Maurya having gone abroad, Shri Abdul Hamid of Electric Power House, Allahabad, was substituted in his place. He also could not participate in the deliberations of the Study Group.

The Study Group made a detailed study of different jobs for three Electricity Boards an two Licensee's undertakings namely, the Gujara Electricity Board, the Mysore State Electrici Board, the U.P. State Electricity Board, Amalg mated Electricity Co. Ltd. (Bhiwandi Branch) and Surat Electricity Co. Ltd. (Diesel Station) The Sub-Committee submitted its report on the basis of the investigations carried out by the Study Group to the Wage Board on 16th February, 1969. The report of the Sub-Committee is given in Appendix XVIII.

1.10. **Meetings of the Wage Board.**—The Board held several meetings besides giving public hearings in connection with its work on the term of reference as well as on the question of grantin interim relief. The details of the Board's meet ings with the list of Members attending are give in Appendix III.

CHAPTER II

SCOPE OF ENQUIRY

2.1. **Coverage of Establishments.**—In the Resolution of the Government of India constituting the Wage Board, there is no mention regarding the coverage of establishments by the recommendations of this Wage Board. This aspect was considered by the Board at its initial meetings and it was decided that only the workmen employed in Licensee Undertakings coming within the purview of the Indian Electricity Act, 1910, those employed by the Electricity Boards and also in the Electricity Departments of Government be covered by this Wage Board. In the same meeting a letter received from the Staff Association, Damodar Valley Corporation, was considered and it was decided that the employees of the Damodar Valley Corporation engaged in generation, transmission and distribution would also be covered by the Wage Board. Subsequently, at its meeting held on 3rd February, 1968, the Board reviewed the special position of the Damodar Valley Corporation and in view of the multi-purpose characteristics of this organisation, decided to exclude the employees of the D.V.C. from the scope of the Wage Board's recommendations.

2.2. The above coverage of establishments was within the scope of the recommendations made by the Wage Board in regard to interim relief. However, when these recommendations were accepted by the Government, they excluded "electricity undertakings run as Government Departments and where service conditions of the employees are regulated by Departmental orders applicable to Government servants in general". The Board have accordingly taken the view that these types of establishments should be excluded from the purview of the final recommendations of the Wage Board, as formulated in this report.

2.3. Representations were received from the Bombay Electric Supply and Transport Undertaking that they combine transport as well as electricity supply, that the number of workers employed in the transport section is nearly three and a half times that in the electricity supply section that the existing wage structure in both sectors has been finalised on the basis of the award of an Arbitrator, and that anything done to the workers of the undertaking in any one section would have serious repercussions on its entire staff. Accordingly, they requested that they might be excluded from the purview of this Wage Board. The Board felt that the request was reasonable and that their recommendations need not apply to this Undertaking.

2.4. **Categories of employees covered.**—The terms of reference of this Board left the question of determining the categories of employees to be covered by its recommendations to be decided by the Board. Para 3(a) of the Resolution constituting the Board reads as follows :—

> "The following will be the terms of reference of the Board :—to determine the categories of employees (manual, clerical, supervisory etc.) who should be brought within the scope of the proposed wage fixation".

This question was taken up by the Board at several of its initial meetings and the Board decided that the word "employees" mentioned in the Resolution constituting the Wage Board should be taken to apply to all workers who are covered by the definition of "workman" as given under Section 2(s) of the Industrial Disputes Act, 1947 and who are drawing a salary upto Rs. 750/- p.m.

2.5. The Board also decided to include the staff engaged on muster roll, on work-charged basis and on daily rates of pay within their purview.

2.6. The teaching and medical staff and the staff in Guest Houses fall under a different category inasmuch as the requirements of the various undertakings in this regard vary considerably according to local practices and after careful consideration of the matter, the Board decided to exclude them from their purview.

CHAPTER III

SURVEY OF THE INDUSTRY AND ITS DEVELOPMENT

3.1. **General.**—The electricity supply Industry began in a modest way in 1870 when an electrical illuminant became a reality following the far-reaching invention of Thomas Alva Edison. Unlike other forms of energy which could be stored, electrical power must always be on tap. As a basic industry supplying the motive force for diverse industries, electricity has rightly been termed as an "initial instrument for technological progress". Also, as an illuminant, electricity holds a prime place. Consequently, as an instrument for promoting ever-widening industrial and economic development, it has an abiding place in all human activities. Electric power is a potent force in any country; it is more so, in a developing economy like that of India. In terms of investment, the electricity industry, which is highly capital intensive represents a sizeable chunk of the nation's productive facilities. During the last decade, the installed capacity has doubled every five years and this rate of growth is likely to continue until beyond the next decade. The growth of industries in general, the expansion of urban areas, and the vital need of carrying electricity to remote villages for national economic growth offer a challenge to the power industry in the country.

3.2. **Historical Survey: From beginning upto 1947.**—The first electricity supply undertaking in the country, it is believed, was sponsored by a company which constructed a small generating station in the ancient and historic city of Surat in 1883. This undertaking lighted the main streets in the city by arc lamps but the devastating floods of the Tapti river submerged the plant in the following year. The company was reported to have been sued for breach of contract by the Municipality and it went into liquidation. The next step in the development of the electricity supply industry was taken in the year 1897 with the commissioning of the tiny 130 KW hydro-electric station near Darjeeling. Soon after, the first 1,000 KW steam-driven power plant was installed at Calcutta by the Calcutta Electric Supply Corporation. The Cauvery power scheme of Mysore State, contemplated as early as 1897, did not fructify until 1902, when the first installation was taken in hand at Sivasamudram not far from the water falls. This plant was commissioned soon after and was able to produce 4,500 KW of electrical energy which was transmitted over 92 miles to Kolar Gold Fields at a pressure of 35 KV and at 25 cycles. In 1903, the Government of India passed legislation under which licenses were issued to electrify the cities of Bombay and Kanpur. Licenses were similarly granted in 1907 to Madras and Delhi Electric Supply Companies. Later in 1914, Tata Hydro-Electric Power Company's 50,000 KW station was established at Khopoli in the Western Ghats of Bombay. By the end of 1920, the aggregated installed capacity in the country amounted to only about 130,000 KW. It will be seen that in each stage of power development, the companies supplying energy to cities and towns of India not only pioneered but for many years formed virtually the only source of electricity in the country. The advantages of adopting electricity for industrial utilization were realised during the 1920's and onward when an industrial boom was witnessed after the First World War. During the period between 1920 and 1927, major additions were Pykara, Mettur and Papanasam projects in Madras, Mahatma Gandhi Hydro-Electric Station in Mysore, a chain of power stations on Ganga canal in Uttar Pradesh, Uhl river hydro-electric project in Punjab, Bhivpuri and Bhira stations of Tata Hydro-Electric Company in Bombay and new thermal plants in large cities like Calcutta, Madras and Kanpur. By 1947, a total installed capacity of 1.36 million KW was reached.

3.3. **Power Development after Independence.**—The years following independence witnessed the dawn of the planning era, when it was realised that enormous efforts had to be made to develop power sources in order to implement a rapid programme of industrial growth so vital to the country's economic development. About three fourth of the electricity generated in the country is utilised in the mining and manufacturing industries. The programme of power development had to be closely co-ordinated with the plans for industry as well as other development schemes in the country. While such a programme had to be based on a pragmatic evaluation of available financial and human resources, it was also obvious that any slow down in the tempo of power development would have serious long term repercussions on the economic health of the country. Until the formulation of the First Five Year Plan following independence, the major power producing agencies were the licensees operating under the franchises given to them by the State Governments under the Indian Electricity Act, 1910. This pattern changed when under the First Five Year Plan, with a target of 1.3 million KW additional capacity and an achievement of 1.1 million KW, generation of power by the public sector became an accepted policy. At the end of the First Plan, the total installed capacity rose to 3.4 million KW. The Second Five Year Plan, which commenced from 1956, set a target of 6.9 million KW. However, due to foreign exchange difficulties and shortage of key materials like steel and cement, the installed capacity could only be raised to 5.66 million KW. The Third Five Year Plan which commenced in 1961, set the target at 12.69 million KW, but the achievement was 10.17 million KW. Then came the Plan holiday, two successive droughts, declining foreign aid and recession. Although the 4th Plan commenced in 1969, some additional power plants were installed in the intervening period. The total installed capacity at present is approximately just over 13 million KW.

3.4. Statistical data for the year 1967 analysing the position of the electricity industry in the country is given in the tabulated statement below, which shows the pattern of ownership, the installed capacities and the quantum of energy generated from different sources viz. hydro, coal and oil. It will be noticed that electricity generation is mainly a State enterprise, only about 15% of the generation being under the private sector, thermal generation and hydro-generation are approximately equal while oil and gas turbines account for less than 5% of the total power generated.

Total Generation	Total	Public Sector	Private Sector
No. of Undertakings .	230	70	160
Aggregate installed capacity KW.	10,189,114	8,677,623	1,511,491
„ Maximum Demand KW.	8,291,571	7,085,248	1,206,323
„ Units generated Million KW Hrs.	36,375.587	30,673.872	5,701.715
Break-up of Generation			
(1) *Steam :*			
(a) Installed capacity KW.	4,941,485	3,755,715	1,85,770
(b) Units generated Million KW Hrs.	19,295,444	14,701·917	4,593·527
(2) *Oil and Gas Turbines :*			
(a) Installed capacity KW.	465,682	417,471	48,211
(b) Units generated Million KW Hrs.	346·045	279·080	66·965
(3) *Hydro-electric :*			
(a) Installed capacity KW.	4,781,947	4,504,437	277,510
(b) Units generated Million KW Hrs.	16,734·098	15,692·875	1,041·223

3.5. A yardstick normally adopted in measuring the economic prosperity of a country is the per capita annual consumption of electricity. This figure rose from 18 KW Hrs. in 1950 to 66 KW Hrs. in 1967. The per capita annual consumption in India is very insignificant compared with 2,000 KW Hrs. in U.S.S.R., 3,000 KW Hrs. in U.K., 5,400 KW Hrs. in U.S.A., 12,000 KW Hrs. in Norway and 1,700 KW Hrs. in Japan, the world average being 900 KW Hrs. Such a low per capita power consumption has been both the cause and consequence of our relative economic backwardness. Optimum utilisation of all available sources of power is the best instrument for accelerating economic development.

3.6. **The Future of Power Development in India.**—As stated earlier, the generating capacity in the country has just crossed thirteen million KW approximately and is expected to increase to 22 million KW by the end of the Fourth Five Year Plan (1973-74). To meet the growing need for more and more power the harnessing of new sources of energy has assumed special significance. Nuclear power is one such source. The first nuclear power station at Tarapore, near Bombay with an installed capacity of 400 MW has just been commissioned. Two other nuclear power stations are being constructed at Rana Pratap Sagar in Rajasthan and at Kalpakkam in Tamil Nadu, with a total capacity of 400 MW each.

3.7. Technological advancements in construction and operation of power systems of large size, and new methods of extraction, processing and use of fossil fuels, have helped to reduce cost of power generation in advanced countries. These developments are likely to result in the establishment of large centralised super-thermal stations connected by bulk transmission lines at extra high voltages. There has been rapid progress in the sphere of computer techniques to secure optimum results in inter-connected system operations. Inter-State systems have considerable advantages and further integration of power systems in India in the ultimate form of a national grid would secure the optimum utilisation of the country's natural resources. Towards this end, the States have been grouped into five regions, namely Southern, Western, Northern, Eastern and North Eastern. Regional transmission links are being established, which will pave the way ultimately for an all India Grid.

3.8. An important feature in the growth of electric power system is the rural electrification programme. Its tempo has to be stepped up in order to extend the benefits of irrigation to more and more land in the country. Apart from financial resources required for an extensive rural electrification programme it is essential that rural electrification is made economically viable as early as possible. For this new techniques in construction as well as management in the form of rural electricity cooperatives which are being introduced on an experimental basis deserve careful consideration.

3.9. The above new dimensions in the power development policy of Government have been dealt with in the Approach to the Fourth Five Year Plan as shown below :—

> "The power plan would be based on the integrated operation of power systems in each of the five regions in the country. For this, it would be necessary to complete the inter-State lines already under construction and also take up and complete construction of new lines necessary for the regional operation. Large investments in transmission and distribution will be required for fuller utilisation of potential already created and for new capacities being added. With the introduction of the integrated operation of regional systems, assessment of power requirements of the region as a whole and selection of new generation schemes would be made to serve the requirements indicated by load characteristics of a particular region. One of the objectives for the Fourth Plan would be to inter-link the various regional systems with a view to formation of an all India grid within the Plan period. In view of the appreciable economies involved in regional integrated operation and also operation on all India grid basis, and with a view to promote speedy and coordinated growth of regional grid as also of an all India grid, the construction of inter-State lines and inter-regional lines may have to be undertaken by the Centre.
>
> Keeping in view the benefits accruing from the rural electrification programmes, and in particular from the energisation of irrigation pump sets, investments on rural electrification should be fully coordinated with these programmes and expanded adequately."

3.10. It has been estimated in the Final Draft of the Fourth Five Year Plan that by 1973-74, the total net available installed capacity would be 22 million KW, after allowing for retirement of old and obsolete plant accounting for 0.4 million KW.

3.11. While 23.1 million KW was the first estimate, this has now been revised to a lower figure of 22 million KW at the end of 1973-74. The estimated cost of the expenditure required to reach this target is Rs. 2,135 crores according to the Fourth Plan (Draft). This break-up of the estimated installed capacity in 1973-74 categorywise is shown below :—

	Million KW
Thermal	11·72
Hydro	9·30
Nuclear	0·98
	22·00

3.12. The Energy Survey Committee has assessed the figure of 56 million KW as the estimated installed generating capacity by 1980-81 on the basis of 7% growth in the country's economy, which means doubling the capacity in a period of about 7 years. Accordingly the per capita generation potential would increase to about 350 KW Hrs. by 1980-81.

3.13. The prospects of power development in the country have to be viewed in the context of available natural resources. The results of the hydro-electric survey undertaken earlier by the Central Water & Power Commission were published in the 1950s. The country's economic water power resources have been assessed at about 41 million KW at 60% load factor consisting of about 240 schemes over the various river basins. Over 20 million KW of potential capacity lies in the Ganga and Brahmputra basins, most of these locations being far away from load centres. The approximate distribution of hydel resources is as follows :—

	Million KW
1. West flowing rivers of South India .	4·3
2. East flowing rivers of South India .	8·6
3. Central Indian rivers	4·3
4. Ganga Basin	4·9
5. Brahmputra Basin	2·5
6. Indus Basin	6·5
	41·1

3.14. The country has fairly substantial resources of coal, uranium and thorium for development of power. There is also a possibility of more oil and natural gas being discovered. Some deposits of lignite have been found in Tamil Nadu, Rajasthan, Jammu and Kashmir. The total resources of coal in India have been estimated at about 130,000 million tons, the major concentration of deposits being in West Bengal and Bihar with important outlying fields in Orissa, Madhya Pradesh and Andhra Pradesh. Most of the coal resources in the country are of poor quality. Whatever good quality coal is available has to be exclusively reserved for metallurgical processes. Further major schemes of thermal generation may, therefore, have to be based mainly on poor quality coal or middlings available in plenty at the pit-heads and washeries, or on lignite. In regard to nuclear generation, the total resources of thorium are estimated at over 500,000 tons in readily extractable form, while the known resources of uranium are about 150,000 tons capable of supporting about 5 to 10 million KW of generating capacity over the life span of such stations (30 years). The resources of natural gas and oil so far discovered are strictly limited.

3.15. The power resources in the country are not distributed evenly over all States. As such future power development will have to be planned on a national basis. In this context, the establishment of super-power stations and the formation of regional and national grids are urgent necessities for optimum utilisation of the available resources.

3.16. **Power Development Policy and Legislation on Electricity in the Country.**—The earliest legislation at the all India level regulating electricity supply dates back to 1887, although "the electrical achievements of India at that stage covered only a few brush-arc lighting dynamos" This Act of 1887 was in a way a temporary measure. It was, to quote Meares, "designed to give Government sufficient controlling power for the adequate protection of the public by means of rules until the time should be ripe for full consideration of the subject". This cautious approach reflected a healthy tendency not to imitate blindly the legislative processes of more advanced countries. "This foresight" according to Meares, "enabled the industry to get a fair start instead of being smothered at birth". This restraint was evident in the subsequent Act of 1903, and it was not until the enactment of the Indian Electricity Act, 1910 that a broad regulatory policy was laid down. This Act was essentially founded upon the British Electric Lighting Act, 1883 and Electric Lighting (Clauses) Act, 1889. The preamble of the Indian Electricity Act, 1910 clearly stated that it was intended to "amend the law relating to the supply and use of electrical energy" and it carried sufficient deterrents to restrain Licensees from adopting rate policies contrary to the larger interests of the consuming public. The Indian Electricity Act, 1910 is a classic piece of legislation which has stood the test of time. It has been amended in 1959 and brought up-to-date to meet the changing situation, but the basic structure, by and large, has remained unaltered.

3.17. The need for legislation whose impact would be wider than that of the Indian Electricity Act, 1910 was realised from 1938 onwards, with the increasing role of State enterprise in power development. Even in the pre-independence era, shortly after the out-break of the Second World War, the National Planning Committee on Power and Fuel set up under the Chairmanship of Pandit Jawaharlal Nehru had made vital recommendations which later became the foundation of future policies of the Government. This Committee recognized that all power and fuel resources should be regarded as a national property, which should be fully conserved, scientifically developed, and utilised with a view to bringing electrical power at the service of every citizen at the cheapest rate for domestic and industrial use. Considering that generation and distribution of electricity is a public utility of great importance, the National Planning Committee recommended that the State should ultimately own and control the industry through the machinery of State Electricity Boards. It would be the responsibility of the State to take the initiative to plan and construct all power development systems particularly hydro-electric stations aiming at the optimum utilisation of the water resources for power, irrigation, navigation, drainage and soil conservation all of which would affect extensive areas and large masses of population. It was felt that the complex problems posed by such ventures could be handled only by the State, if their financial success consistent with cheap service facilities was to be ensured.

3.18. The above recommendations of the National Planning Committee found an echo in the resolution framed in February, 1946 by the Policy Committee No. 3-C appointed by the Government of India. This resolution also defined more precisely the function of the Licensees in the scheme of power development by prescribing that the option under any lincense to acquire an undertaking should, as a general rule, be exercised when it arises. However, outside the existing licensed areas, the State was enjoined actively to pursue the development of electricity supply through State or quasi-State enterprises. If the States were not prepared to discharge this responsibility in any area within a reasonable time, the resolution clearly indicated that private enterprise should not be excluded.

3.19. The next stage in further implementing the State policy of power development, as enunciated above, came about in 1946, when an Advisory Board was appointed by the Government to lay down the principles for financial working of the public utility companies. The principles of financial control were to cover all existing licensees under the Indian Electricity Act, 1910, as well as new licensees which might come up in future. This pattern of State policy for power development culminated in the enactment of the Electricity (Supply) Act, 1948. This Act crystallises all the earlier thinking on the subject. As mentioned in the preamble of the Act, the enactment was "to provide for the rationalisation of the production and supply of electricity, and generally for taking measures conducive to electrical development". The object of the Act, as explained in the "Statement of Objects and Reasons" published by the Government in 1947, was to accelerate electricity development in a coordinated manner. Accordingly, the Supply Act proposed that electricity development in future would be the responsibility of the proposed State Electricity Boards which would be quasi-autonomous bodies. Prior to the enactment of this Act, the business of generation, transmission and distribution was being carried out, apart from Licensees, by electricity departments which were wings of the Public Works Departments of the State Governments. The Electricity (Supply) Act, 1948, required these functions to be transferred to the State Electricity Boards. Further, by its various provisions, the State Electricity Boards were vested with comprehensive and substantial powers to enable them to fulfil the primary objectives of the legislature. Section 18 of the Act lays down that the State Electricity Boards "shall be charged with the general duty of promoting the coordinated development of the generation, supply and distribution of electricity within the State in the most efficient and economical manner, with particular reference to such development in areas not for the time being served or adequately served by any licensee". Under Section 59 of the Act, the State Electricity Boards are enjoined, as far as practicable, not to carry on their operations at loss and, under Section 80, they are deemed as companies for the purpose of the Indian Income-tax Act. The very concept of the Act is such that while giving importance to socio-economic objectives, the State Electricity Boards are to run as commercial undertakings. Although the State Electricity Boards were to be constituted within two years of the enactment, the Central Government was obliged to extend the time limit periodically. The first State Electricity Board was set up in Madhya Pradesh in 1949. Eventually such Boards were set up in all the States, except Jammu and Kashmir and Nagaland.

3.20. The Industrial Policy Resolution enunciated by the Government of India in 1948, and amplified in 1956, while reserving future power generation in the public sector, did not rule out the expansion of existing licensees' undertakings. The future of the licensees' undertakings also has received the attention of the Energy Survey Committee appointed by the Government of India in January, 1963. The Committee felt that the future of licensees' undertakings especially those operating in some of the big cities cannot be disassociated from the general electricity policy of the Government of India. With regard to the public and private sectors it felt "grave concern that the present uncertainties are making it difficult to plan and finance the expansion of electricity supplies on the scale which is very urgently needed for development............". Most of the members of the Energy Survey Committee felt that "in view of the controls that already exist over their operations, no great harm would be done and considerable advantage gained by allowing them to expand their operations to the extent that conforms to the broad national and regional electricity policy".

3.21. The Electricity (Supply) Act of 1948 also laid down the principles of financial control to cover the licensees. The form of control was precisely adumbrated in the Sixth Schedule to the Act, which introduced a sense of economic discipline in the working of the licensees. It is pertinent to point out that the Fiscal Commission in 1957-58 has held that the Sixth Schedule is a pioneer piece of legislation which is worthwhile copying for other industries. Under this Schedule, the licensees by providing the investor with an assured reasonable return would continue to tap finance for development—an attempt to keep a healthy balance between consumers' interests and the interests of investors. Thereby, the licensees could ensure a proper continuity of their public duties.

3.22. Thus, two important pieces of legislation *viz.*, the Indian Electricity Act, 1910 and the Electricity (Supply) Act, 1948 have continued to guide the process of power development in the country since independence. During this period, the generation of electricity has increased manifold. It is also obvious that in the years to come this growth would continue even at a more rapid rate. In 1964, the Government of India considered that it was necessary to have a fresh look at the financial principles governing the operations of the Electricity Boards. A Committee was set up under the Chairmanship of Shri R. Venkataraman (the then Industries Minister of Madras) to suggest *inter alia* ways and means of improving the revenues of the various State Electricity Boards. This Committee recommended that on the question of improving the viability of the State Electricity Boards, the objective in the first phase should be to aim at higher revenues sufficient to cover (1) operation and maintenance charges (2) depreciation (3) general reserve and (4) interest charge on loan capital, though the accumulated arrears of interest, if any, need not to be provided for. The Boards were called upon to achieve this objective within a period of three to five years from 1964. The objective in the second phase, after attaining the first, would be to attain 3% net return on the capital base, after meeting the basic charges mentioned earlier—this objective to be achieved within three to five years after the first phase. The Venkataraman Committee in its report further stated :—

> "In aiming at good financial return, it would no doubt be necessary for the State Electricity Boards to have recourse to suitable enhancement of tariffs besides taking all possible economy measures in working expenses. At the same time, as Electricity Supply is a monopoly business, care has to be taken to safeguard against tendency to push up the rates of tariff as also of the electricity tax or duty beyond certain levels as it may handicap the over-all socio-economic development. It is imperative that every electricity Board should strive to operate at the maximum efficiency and economy. The State Governments have adequate powers under the Electricity (Supply) Act, 1948 to watch the efficiency and performance of the State Electricity Boards and take necessary corrective action. The Committee would like to emphasise that without recourse to such action by the State Governments, the Boards themselves would be well advised to always keep the costs of generating, transmitting

> and distributing electrical energy including overheads as low as possible and to take necessary and suitable steps to this end by periodical reviews."

3.23. The Committee further spelt out the difference between the State Electricity Boards and other purely commercial and industrial concerns functioning on a profit motives, and observed :—

> "Under the Act, the State Electricity Boards are statutory bodies intended to play a promotional role in the matter of power development in their respective States and are to be guided by the State Governments in the matter of policies. They cannot, therefore, view each and every one of the development activities exclusively from the point of view of profits or return. The Boards have necessarily to subserve the socio-economic policies of the State. For instance, rural electrification programme may not be paying judged from the commercial standards and the State Electricity Boards, unlike private company electrical undertakings, have to implement this programme in the national interests and having regard to indirect benefits accruing therefrom to the community at large. Thus, the State Electricity Boards, apart from being national and public utilities, stand on a footing with obligations and responsibilities different from other commercial and industrial enterprises including the company electricity supply undertakings. They are in effect commercial-*cum*-service organisations. In the present state of our national economy and the development ahead, it may not be appropriate to expect the State Electricity Boards to immediately function on a financial level compared to the similar undertakings in advanced countries. The financial position of the State Electricity Boards is also bound to improve *pari-passu* with the development of the country's economy. The Committee, however, does not imply that there is no need for any standard to gauge the financial efficiency of the State Electricity Boards. Admittedly, financial return is one of the accepted standards to judge the efficiency of any undertaking. On the other hand, the Committee would only like to caution that it will be inappropriate to apply without any qualifications the standards adopted elsewhere or to industries and commercial undertakings to the State Electricity Boards in this country. But efforts will have to be made stage by stage over a period of years to progressively improve the financial position."

The above recommendations of the Venkataraman Committee would have an impact on the finances of the State Electricity Boards.

3.24. In 1966 the Sixth Schedule to the Electricity (Supply) Act, 1948 was amended to bring about changes in the financial controls applicable to the Licensees. The most important amendment is pegging down of the standard rate of reasonable return at 7% per annum in respect of the part of capital base as on 31st March, 1965, while the standard rate in relation to the remaining part of the capital base would be the Reserve Bank rate ruling at the beginning of the year of account plus 2%. By other amendments, the addition of one-half of one per cent of certain loans and debentures to the reasonable return has been provided for, and corresponding charges have been made in the determination of the capital base and the permitted expenditure.

3.25. The above financial policies are likely to guide the destinies of power development undertakings in the country in the coming years. It is not, however, known to us what steps have been taken by the State Electricity Boards and the State Governments to implement the recommendations of the Venkataraman Committee. Considering the present situation, no definite forecast appears possible. A new feature is the growth of Central Government agencies for the construction of the new super-generating stations, including nuclear stations which are already being constructed. Further, it is possible that Regional Electricity Boards which have already been set up and are advisory in nature may be vested with statutory and financial powers in the years to come. This matter has been dealt with in the Approach to the Fourth Five Year Plan as follows :—

> "It would be necessary to have an authority for operating each Regional Grid System. Regional Electricity Boards, which are at present only advisory bodies, could be entrusted with the coordination of inter-State transmission and distribution of electricity."

Special Features of the Electricity Supply Industry

3.26. The most important special feature of the electric power industry is that it is highly capital intensive in nature. In its requirements of capital, which are continuous and increasing from year to year, it may be difficult to find a parallel in other industries. In order to execute the projects formulated under the Fourth Plan, expenditure of Rs. 2,135 crores is envisaged. The problem of finding large sums of money would, therefore, demand continuous attention of the undertaking charged with the responsibility of implementing the power development programmes. Apart from financial resources within the country, foreign aid has necessarily to be arranged in many cases. Delays and set-backs whether in financial arrangements or in the supply of indigenous equipment will have serious impact on the economic prosperity of the country.

3.27. It may outwardly appear that the electricity supply industry is a monopoly business. As a service industry, however, the price structure in the electricity industry has to strike a fair balance between the interests of the users and the investors. It is, therefore, an industry which is strictly regulated by appropriate legislation and financial and audit procedures.

3.28. As a public utility, reliable service at economical rates has to be rendered to cater to the needs of vast areas of the States covering even the remotest corners, whereas in other industries, the production processes and allied activities are generally limited to a specified place or places. Moreover, electric power is required round the clock and any break-down will affect the life and activities of the entire population. The quality of the service which the industry provides is a measure of its effectiveness in maintaining its public utility character. Towards this end, adequate standby capacity and trained staff are necessary. These are to be spread out again over large areas, since generating stations are situated in different parts of the States and quite often in out-of-the way places selected on technical considerations. Moreover, long transmission and distribution lines running across the country require proper maintenance.

3.29. Electricity unlike other commodities cannot be stored, and its optimum utilisation has therefore, to be continuously ensured in the interests of economic operation. As the system grows, it requires increasing system inter-connection, introduction of new techniques for system control through load despatch, and computer centres, and the introduction of the latest technological advances in the construction of new power systems.

3.30. A peculiar feature of this industry is the non-uniformity of the consumption patterns, not only between one area and the other but also between one hour and another during the day. Industrial load peaks are encountered in the morning hours, while the lighting peak hours occur in the evening. Between adjacent regions there may be a shift even in the hours when these peaks occur. There are, therefore, necessarily differing peaks and valleys in the daily load curves of power systems, and the authorities in charge have continuously to explore ways and means of reducing the peaks and filling the valleys as far as possible; or, in other words, to improve the load factor. This calls for technical and commercial measures, such as regional interchange of power, promotional tariffs for off-peak consumption, etc. These may involve a need for sociological changes, like pump irrigation at night or advancing the clock to obtain day light saving as was done during the war.

3.31. These special features of the electricity supply industry have to be kept in view while dealing with its development and growth in the context of the task entrusted to the Wage Board.

CHAPTER IV

INTERIM RELIEF

4.1. There was no mention of interim relief in the terms of reference of the Board in the Resolution of the Government of India constituting the Wage Board. The Board, however, considered this matter in one of its initial meetings and decided to seek clarification from Government in this regard. The Ministry of Labour, Employment and Rehabilitation in their letter dated the 18th July, 1966 informed the Board that though the question of interim relief had not been specifically mentioned in the terms of reference of the Wage Board, demands in this behalf, if any, could be considered by the Board on merits. Meanwhile, the Board also received requests from some of the employees' unions for the grant of interim relief. The Board felt that submission of the final recommendations regarding the wage structure, etc. might take some time, but that the needs of the lowest paid workers were so urgent that the question of grant of interim relief should first be considered by the Board.

4.2. A Press Note was accordingly issued after consultation with the Governmnet of India, Ministry of Labour, Employment and Rehabilitation, to the effect that, pending the decision of the Wage Board, the employers were at liberty to give any relief that they might wish to, and that such interim relief as might be given by the employers after the constitution of the Board, *i.e.*, after 28th May, 1966 would be taken into account by the Board at the time of finalisation of their recommendations.

4.3. The deliberations of the Wage Board in connection with interim relief were based on numerous representations received from employers' as well as employees' organisations.

4.4. The workers' unions/associations were requested to submit their views, if any, and justification for the grant of interim relief. On receipt of their views, the same were forwarded to the employers' organisations for their comments. All of them were also requested to intimate if they wished to be personally heard on the subject, and as many as 94 parties were given public hearings at Delhi, Bombay, Bangalore, Calcutta, Jaipur and Trivandrum. Those who appeared before the Board not only made oral statements but also produced a large number of documents in support of their view-points.

4.5. The subject of interim relief is a complicated one involving consideration of complex factors, particularly those relating to diversity of wages in the industry and regional differences. It was for all these reasons that the Board adpoted the procedure of giving public hearings so as to enable the interested parties to put forth their view-points on different aspects of the problem.

4.6. In considering the problem of interim relief, the Board had perforce to take note of changes in wage structure in many units of the industry consequent upon collective bargaining since the constitution of the Board. The public utility character of the industry was kept in view throughout the deliberations of the Board. The Board unanimously recommended the grant of interim relief based on the following formulae :

(1) (a) that the employees both in the public and private sector undertakings in receipt of total emoluments upto Rs. 110/- p.m. should be given Rs. 20/- p.m. as interim relief subject to a maximum of Rs. 123.50 ;

(b) that employees in receipt of total emoluments between Rs. 111/- and Rs. 150/- p.m. should be given Rs. 12.50 p.m. as interim relief and subject to a minimum of Rs. 124/- and maximum of Rs. 158.50 ;

(c) that employees in receipt of total emoluments between Rs. 151/- and Rs. 200/- p.m. should be given Rs. 7.50 p.m. as interim relief subject to a minimum of Rs. 159/- and maximum of Rs. 206/-; and

(d) that employees in receipt of total emoluments between Rs. 201/- and Rs. 299/- p.m. should be given Rs. 5/- p.m. as interim relief subject to a minimum of Rs. 207/-.

(2) It was also agreed that in view of the Press Note issued on the basis of the resolution of the Board dated the 13th January, 1967 such interim relief (in one or more instalments) which the employees may have been given with effect from 28th May, 1966 or any date subsequent to 28th May, 1966 but earlier than 1st September, 1967 would be adjusted in the total emoluments as recommended by the Board.

(3) The staff engaged on muster-roll, on work-charged basis and on daily rates of pay should be granted interim relief to the extent of 20 per cent over and above the wages drawn by them on 28th May, 1966, the date on which the Central Wage Board for Electricity Undertakings was constituted but that this would be subject to the adjustment of relief, if any, that may have been granted to them with effect from 28th May, 1966 or any date subsequent to 28th May, 1966 but earlier than 1st September, 1967, and further that such interim relief does not exceed Rs. 20/- for 26 working days in a month. It was further decided that if any of the aforesaid categories be in receipt of more emoluments than the amount that they may be entitled to receive as a result of the recommendations of the Board, they would continue to receive the amount that they were already getting and that this would be applicable to all such employees of the aforesaid categories who may have been employed even after 28th May, 1966 by the Electricity Undertakings.

(4) That the interim relief be given on the scales set forth above retrospectively from 1st January, 1967 on the basis of the emoluments drawn on that date but subject to adjustment stipulated in (2) above.

(5) That all such employees who are in receipt of total emoluments between Rs. 300/- and Rs. 449/- per month and have reached the maximum of their basic wage scale should be allowed one increment after they have been on the maximum for at least one year after earning their last increment and that this relief would be subject to adjustment at the time of final recommendation to be made in respect of the wage structure.

(6) That if any employee was in receipt of higher relief having been given by the employers than what is being recommended by the Board, he would not be entitled to the interiem relief recommended by the Board. But this recommendation about the interim relief would not adversely affect such higher quantum of relief which would remain undisturbed.

(7) That the establishment/undertakings whose dearness allowance is linked to the cost of living index and where neutralisation to the extent of 90 per cent or more of the cost of living is ensured by such a linking, the employees of such undertakings would not be entitled to the grant of any interim relief.

A list of such employers will be communicated to the Government by the Wage Board later on after securing the required information about them.

(8) That in respect of distributing licensees with total installed station capacities of 500 KVA or below and diesel generating stations with capacities of 1500 KW or below, the recommendations about interim relief may be applied to them subject to ascertainment of their viability by the statutory State audit.

(9) That where under the provisions of any settlement, award or agreement between the employers and the employees in the electricity undertakings, a workman is entitled to a relief which is more favourable to him than the interim relief recommended by the Board, the workman shall continue to be entitled to the more favourable relief in this respect.

(10) That it is the Board's recommendation that the State Governments should be good enough not to raise any objection to the licensees making rate adjustments consequent to the liabilities caused by the implementation of the interim relief.

(11) That the recommendations in this behalf should be treated as a separate item till the final recommendations are made by the Board.

(12) That while calculating the total emoluments as indicated above the wages would be taken to mean as defined in the Industrial Disputes Act, 1947 under Section 2(rr) which is reproduced below, and fringe benefits which are capable of being expressed in terms of money would be counted in arriving at the total emoluments for the purpose of the slabs as recommended above by the Board :—

"Wages means all remuneration capable of being expressed in terms of money, which would, if the terms of employment, express or implied, were fulfilled, be payable to a workman in respect of his employment or of work done in such employment, and includes—

(i) such allowances (including dearness allowance) as the workman is for the time being entitled to ;

(ii) the value of any house accommodation, or of supply of light, water, medical attendance or other amenity or of any service or of any concessional supply of foodgrains or other articles ;

(iii) any travelling concession ;

but does not include—

(a) any bonus ;

(c) any gratuity payable on the termination of his service."

(13) That as per the decision taken by the Board at its meeting held on 5th August, 1967 the employees who were in employment when the Wage Board was constituted and had since attained the age of superannuation and those who may attain the age of superannuation before the final recommendations of the Wage Board were to be made, should be extended the benefit of any gratuity scheme that may be evolved by the Board when making its final recommendations.

(14) That the interim relief that is being recommended should not count for bonus and provident fund for the present but should be taken into consideration while computing wages for leave with pay, paid holidays and overtime and that the provident fund on this amount should be payable as and when this interim relief were to be adjusted on the basis of final recommendations.

(15) Because of the diversity in the wage structure prevailing in the industry, the recommendations of the Board have necessarily tended to be *ad hoc* in character. The voluminous data the Board could gather for the purpose would need considerable time for evaluation and, in the meantime, the Board has tried to proceed to base the quantum of relief on the total emoluments consisting of basic wage, dearness allowance, and fringe benefits to produce a simple formula for early relief. The Board is keenly aware of the workers' expectations, especially in view of the award of the D.A. Commission for the Central Government employees. At the same time, the problems of the industry and the financial implications of the relief on it had to be borne in mind.

4.7. The Government decided to accept the recommendations of the Wage Board in regard to grant of interim relief subject to the following :—

(i) The interim relief shall be payable with effect from 1st July, 1967, instead of 1st January, 1967, mentioned in para 10(4) of the Wage Board's recommendations ;

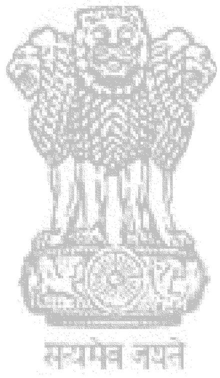
(ii) The recommendations shall not apply to electricity undertakings run as Government Departments and where service conditions of the employees are regulated by Departmental orders applicable to Government servants in general ;

(iii) Where any relief has been given by way of increase in dearness allowance and/or emoluments after the constitution of the Wage Board, whether with or without retrospective effect, such relief could be allowed for adjustment against the interim relief recommended by the Wage Board ; and

(iv) The adjustments mentioned in sub-para (iii) above will not apply to increase in wages/pay due to grant of annual increments, promotions and transfers from one place to another.

4.8. Government's decision on the recommendations of the Wage Board was considered by the Board at its meeting held on 30th July, 1968 and it was decided to write to Government that the members were of the view that since the recommendations made by the Board regarding grant of interim relief were unanimous, it was expected that as in the past unanimous recommendations of the Wage Boards having been invariably accepted by the Government, the Government would not have modified the unanimous recommendations of this Wage Board without first making such modifications known to the Members of the Board and providing them with an opportunity of reconsidering their earlier decision and expressing their views regarding amendments incorporated by the Government.

4.9. The representatives of the All India Trade Union Congress and the All India Federation of Electricity Employees who appeared before the Board on 31st July, 1968 also stated that because of the modifications made by the Government in the unanimous recommendations of the Wage Board in regard to interim relief, no worker was likely to benefit in any way particularly in Uttar Pradesh and so also in many other States. They further stated that there was a convention to accept the unanimous recommendations of the Wage Board and that unless an assurance was secured from the Government that they would not ignore the recommendations of the Board (including the one for interim relief) regarding wage structure if unanimously made they would not like to co-operate with the work of this Board. The above stated Resolution of the Board and the views of the representatives of the All India Trade Union Congress and the All India Federation of Electricity Employees were communicated to Government.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(ii) Minimum food requirements should be calculated on the basis of a net intake of calories as recommended by Dr. Aykroyd for an average Indian adult of moderate activity (2,700 calories per day, comprising cereals 14 oz., oil and ghee 2 oz., fruits 2 oz., fish and meat 3 oz. and eggs 1 oz.)

(iii) Clothing requirements should be estimated on the basis of per capita consumption of 18 yards per annum which would give for the average worker's family of four a total of 72 yards.

(iv) In respect of housing, the rent corresponding to the minimum area provided for under Government's Industrial Housing Scheme should be taken into consideration in fixing the minimum wage.

(v) Fuel, lighting and other miscellaneous items of expenditure should constitute 20% of the total minimum wage.

(2) Wherever the minimum wage fixed was below the norms recommended above, it would be incumbent on the authorities concerned to justify the circumstances which prevented them from adherence to the aforesaid norms.

The calories norm laid down by the 15th Indian Labour Conference was examined in detail by the Second Pay Commission which found that Dr. Aykroyd's formula of balance diet was not attainable as the requirements prescribed were not available. The Commission finally decided to work out a diet for an adult man in moderate activity and was guided in its choice by the suggestions of Dr. V. N. Patwardhan, Director, Nutritional Research Laboratories, Hyderabad. The calorific value of his diet was worked out by him at a little over 2,600 after taking into consideration the availability of food and the pattern of consumption of the workers.

5.6. The Wage Boards for Textile, Cement, Jute, Sugar and Iron & Steel Industries considered the problem of need-based minimum wage based on the nutritional requirements computing the food component in the need based wage generally on the improved diet of Dr. Patwardhan. Even then wide differences in the cost of the diet as calculated by the trade unions and employers organisations exist. The Central Wage Board for Iron & Steel in their Report mentioned as follows :—

"On the basis of 1964 All-India Consumer Price Index, which was 152 (1949=100), the need based wage calculated by the various unions and employers is as follows :—

	Rs.
(1) Government of Bihar pamphlet	230
(2) The Indian National Iron & Steel Workers' Federation	324
(3) The All Indian Trade Union Congress	322
(4) The Indian Metal & Engineer Workers' Federation	232
(5) The Tata Iron & Steel Co. Ltd.	108
(6) The Indian Iron & Steel Co. Ltd.	105
(7) The Mysore Iron & Steel Ltd.	107 for vegetarian diet.
(8) The Mysore Iron & Steel Ltd.	112 for non-vegetarian diet.

It is thus clear that each organisation has selected its own variety and quality of food articles and applied to it the price which, in its judgment, was prevailing at the time of its enquiry. The Board in spite of its best efforts could not get from the Bihar Government the details of its calculations. There are such wide variations in the conclusions reached that it is obvious that these figures cannot be accepted as our guide."

5.7. The Second Central Wage Board for Cement Industry conducted a family budget enquiry at some of the cement factories and prepared family budgets based on various diet schedules recommended by various authorities. After giving due consideration to all the relevant factors they came to the conclusion, that it would be more realistic to keep in view the diet recommended by Dr. Gopalan and Shri Balasubramanian which provides for a nutritive value of 2,500 calories and has the following composition :—

Cereals	7 Oz.	200 Gms.
Millets	7 Oz.	200 Gms.
Pulses	3 Oz.	85 Gms.
Leafy vegetables	4 Oz.	116 Gms.
Other vegetables	3 Oz	85 Gms
Fruits	2 Oz.	57 Gms.
Milk	6 Oz.	170 Gms.
Sugar and Jaggery	2 Oz.	57 Gms.
Vegetable oils	1 Oz.	28 Gms.
Meat, fish and eggs	1 Oz.	28 Gms.
Protein		70 gms
Fat		50 gms
Carbo-hydrate		440 gms
Calories		2,500
Calcium		0·8 gms.
Phosphorus		1·4 gms.
Iron		40 gms.
Vitamin A		7,300 (I.U.)
Vitamin B1		1·8 mg.
Vitamin C		200 mg.

The average expenditure on food, clothing, house rent and miscellaneous items based on the above diet for the 15 centres projected for March, 1967 worked out as follows according to the Report of the Wage Board :—

	Rs.
Food	109·47
Clothing	14·98
House Rent	7·50
Miscellaneous	32·99
	164·94

The Second Central Wage Board for Cement Industry in their report further observed as follows :—

"6.19. The first Central Wage Board for Cement Industry while dealing with the question of Balanced Diet observed as follows :—

'We have worked out the cost of the diet referred to as the 'adequate diet' recommended to the Nutritive Advisory Council and appearing in the Agenda papers as well as Table II diet of the revised Edition of the Health Bulletin. Both these diets cost so much more that in the existing economic conditions of the country, and particularly in the case of the Cement Industry in which the price is controlled by the Government in the interests of the consumer and in the interest of national development, it is not feasible to fix the minimum wage on the basis either of the particular diet referred to in the Agenda papers of the Conference or the diet referred to in Table II of the Health Bulletin. A course that might be open to us is to take a figure somewhere between the cost of the Table II diet and the Table IV diet, so as to provide for something more than Table IV diet. But even taking Table IV diet as the basis, the minimum wage according to the norms laid down by the Fifteenth Labour Conference is so much higher than the existing wage in most centres of the Cement Industry that we think that this Wage Board should not recommend more than a minimum wage based on the Table IV diet'.

6.20. It is obvious that the economic situation in the country continues to be under great strain and that the reasons which prompted the First Cement Wage Board to arrive at the above conclusions do exist with greater force today. We, therefore, feel that considerable responsibility is cast on every citizen to rise to the occasion and partake of the sacrifices and consumption restraints that the economic situation imposes. We hope, however, that as the economy of the country improves, the standards visualised by the 15th Indian Labour Conference will be neared. It is appropriate to add that this very Conference recognised the fact that wage fixing authorities might be prevented, in certain circumstances, from giving full effect to the norms enunciated by them.

6.21. After paying due regard to all relevant considerations, we have adopted the improved diet schedule recommended by Dr. Gopalan and Shri S. C. Balasubramanian and arrived at Rs. 164.94 as representing the average expenditure of food, clothing, house rent and miscellaneous."

5.8. The Wage Board for Heavy Chemicals and Fertilizer Industries considered various diet schedules and decided to adopt for calculating the need-based minimum wage the schedule prescribed by the National Nutrition Advisory Committee. They also referred to the fact that the Study Group of the National Commission on Labour appointed to review the functioning of the Wage Boards had expressed the hope that the future Wage Boards might probably use the food norms suggested by this Committee. The Wage Board for Heavy Chemicals and Fertilizer Industries computed the expenditure according to this schedule for 18 selected centres. The average expenditure (calculated on the basis of average prices for the year 1967) worked out at Rs. 194.33 per month for a standard working class family of 3 consumption units for the country as a whole. The expenditure for various centres ranged from Rs. 172.20 per month at Coimbatore to Rs. 220.00 per month at Ahmedabad.

5.9. The Wage Board was unable to recommend the computed minimum wage for the industry for the following reasons :—

(1) The computed minimum wage was not, by and large, being paid even in well-organised industries so far ;

(2) The industry is a young and growing one and is faced with the problem of developing the means to make rapid strides financially and technologically to provide the base for industrial growth in other sectors.

(3) Some of the establishments suffer from technological handicaps.

(4) The prevailing level of minimum wages in small units is low being Rs. 100 or less.

The Board decided, therefore, that a minimum wage of Rs. 170/- per month would be fair and reasonable in the present position of the Industry. But in (a) technologically-handicapped factories producing only single super-phosphate and calcium carbide and (b) small units where the present level of total minimum wage falls below Rs. 100/- per month, the minimum wage should be fixed at Rs. 150/- p.m. for workers employed in them because they were not considered to have the capacity to bear higher financial burden if they were to operate successfully.

5.10. An attempt to tackle the problems inherent in working out a diet schedule which provides for the minimum nutritional requirements and at the same time takes it available at minimum cost utilising the services of a computer has been reported in the Press recently in an article by Dr. A. Fonseca, Head of the Department of Labour Welfare in the Indian Social Institute, New Delhi. A specialised technique called "the technique of linear programming" (Simplex Method) has been utilised. It was the job of the computer to choose the cheapest combination from among the various articles to produce the required nutritional components of the diet. In the first attempt no limitations were placed on the variables. The computer thus left completely free to choose the cheapest combination, however, produced an answer which had no reference to the worker's consumption preference. So, it became necessary to impose restrictions on practically each variable and each group of variables. This was done taking into account the consumption pattern of the workers, the availability conditions of the items and the diet pattern recommended by the National Nutritional Advisory Committee. (In the matter of calories, the Committee had recommended a component of 8,206 calories for a family; other nutritional requirements in this Project were adopted from the Special Report Series No. 42 of the Indian Council of Medical Research with one exception). Then the programme was given to the computer. The result obtained for Bombay at 1967 prices and the need-based wage calculated therefrom are given below :—

Items	
Rice	67 gms
Wheat	233 gms
Other cereals	139 gms
Meat	17 gms
Fish	44·8 gms
Eggs	2 gms
Milk	83 gms
Vegetables	148 gms
Dals	100 gms
Sugar & Gur	45 gms
Oils & Fats	50·2 gms
Nutrients	
Proteins	97,844 gms
Fats	70,989 gms
Calories	2,735·33 units
Calcium	866·66 mgs
Iron	60·702 mgs
Vitamin A	5,077·401 I.U.
Vitamin Bl	2·422 mgs
Vitamin C	61·582 mgs

Value of food Rs. 1·493 or Rs. 1·49

The total cost of the food requirements per month for a family consisting of three adults according to the above would be Rs. 134.10. Dr. Fonseca mentions that the General Index of the workers' expenditure pattern prepared by the Labour Bureau, Simla, shows that the expenditure on food amounts to 57.1 per cent of the total expenditure and that the total need-based wage of the worker in Bombay, therefore, amounts to Rs. 234.85. On the same basis, the corresponding figure for other towns is shown in Appendix IV.

5.11. In reply to the questionnaire issued by this Wage Board, the employees' organisations have given various estimates of the need-based minimum wage. Taking for the purpose of the food requirements and recommendation of the Nutrition Advisory Committee, the All India Trade Union Congress and the All India Federation of Electricity Employees, Nagpur have estimated the need-based minimum wage at Rs. 211/- p.m. on the basis of the average prices prevailing in major centres in India during the second half of 1964 (the average of the working class All India Consumer Price Index for the half year being 162 on base 1949=100). The All India Trade Union Congress has also asked for 100 per cent neutralisation of the rise in prices at all levels of wages, i.e. an increase in the case of an unskilled worker of Rs. 1.30 per point rise in the All India Consumer Price Index (base 1949=100) and higher increase in higher slabs. The Indian National Electricity Workers' Federation, Jaipur and Prantiya Vidyut Mandal Mazdoor Federation, considered the calculation of the need-based minimum on the basis of the cost of living of a family of 3 consumption units to be far from adequate and reasonable. In their view a worker has to provide for 5 consumption units (himself, wife, three children and old parents) and the cost of living of such a family was estimated by them at Rs. 450/- p.m. However, the two unions demanded a minimum wage of Rs. 250/- p.m. for an unskilled worker.

5.12. Various other figures of the estimated need-based minimum wage ranging from Rs. 175/- p.m. to Rs. 450/- p.m. have been mentioned by the labour unions in their replies to the questionnaire.

5.13. This Wage Board considered all these aspects, findings, and recommendations, and decided to base its recommendations for the country as a whole on practical considerations keeping in view the minimum needs of the workers as well as the capacity of this vital industry to meet such needs.

CHAPTER VI

CAPACITY OF THE INDUSTRY TO PAY

6.1. **Introduction.**—A reference to the capacity of the industry to pay has been made earlier in Chapter V in which the principles governing the determination of wages have been enunciated. The capacity of the industry to pay which is an essential factor for determining the structure of the wages has to be examined on the following considerations :—

(i) Any wage higher than the bare subsistence wage has to be determined on the basis of the capacity of the industry to pay.

(ii) Such capacity has to be judged on an industry-cum-region basis after taking into account a fair cross-section of the industry.

(iii) Further, the capacity has to be judged on the basis of the present financial ability and the future financial stability of the industry. In assessing the future financial stability, the following considerations are to be borne in mind :—

(a) The ability of the industry to maintain production and supply with efficiency ;

(b) the position of demand in relation to supply and the elasticity of demand for the product ;

(c) probable effect of the increased wages on the efficiency of the lowest paid workers as well as on that of the organisation as a whole. While employment at existing levels or possible increase thereof are factors requiring consideration, rationalisation of employment opportunities and levels should continuously receive a fair consideration ; and

(d) a fair return on capital and remuneration to management and a fair allocation to reserves and depreciation so as to keep the industry in a healthy condition.

6.2. **Financial principles applicable to Electricity Undertakings.**—It will be necessary to consider the relevant statutory provisions of the Electricity (Supply) Act, 1948 relating to finance, account and audit. The State Electricity Boards form the major sector in the generation and distribution of electricity supply. The Electricity Boards are required under Section 61 of the Supply Act to submit to the State Governments annual financial statements in a prescribed form of the estimated capital and revenue receipts and expenditure for the ensuing year. Section 59 provides that the Electricity Board shall not, as far as practicable and after taking credit for any subventions from the State Government, carry on its operations at a loss and shall adjust its charges from time to time. A provision is also available whereby, if necessary, any amounts due for meeting the operating, maintenance and management expenses of the Electricity Board, or for interest charges on bonds and stock not guaranteed may, to such extent as may be sanctioned by the State Government, be paid out of capital. Under Sections 63 and 64, the State Government may from time to time make subventions and advance loans to the Electricity Board, while under Section 65, the Electricity Board is empowered to float public loans by the issue of bonds or stock of value not exceeding Rs. 10 crores, which limit can however, be enhanced by the State Government with the approval of the Legislative Assembly. The State Government may also guarantee such loans. Section 67 is an important Section in that it provides that the revenues of the Electricity Board shall, after meeting its operating, maintenance and management expenses (and after provision has been made for the payment of taxes on its income and profits), be distributed as far as they are available in a prescribed order, and to meet interest and depreciation charges. If further surplus is available, to reserves, repayment of loans and finally as a credit to the Consolidated Fund of the State. In Section 69, statutory provisions are made for the accounts and audit of the Electricity Boards. Under Section 80, the Electricity Boards are deemed as companies for the purpose of the Indian Income Tax Act. It is, therefore, clear that under the provisions of the Electricity (Supply) Act, the Electricity Boards are required to be run as viable commercial undertakings while at the same time promoting developmental sociological objectives.

6.3. The financial principles governing the working of Licensees' undertakings are enumerated in the Sixth Schedule to the Electricity (Supply) Act, 1948, in which such terms as capital base, clear profit, expenditure properly incurred and reasonable return on the capital invested, have been defined. Under this Schedule the Licensees are entitled to a reasonable return on the capital invested whereby a healthy balance is struck between the interests of the consumers and of the investors, making it possible for the Licensee to function as a true public utility.

6.4. **Capital structure of the State Electricity Boards.**—At present the capital structure of the State Electricity Boards is made up from three sources, viz. money received from the State Governments, open market borrowings, borrowing from financial institutions, and internal resources (i.e. accumulation of Reserves and Depreciation Fund). The money received from the State Government, however, predominates in the capital structure. While making subventions or advancing loans, the State Government can prescribe its own terms and conditions. Some of the State Governments have laid down the terms of repayment in addition to prescribing the rate of interest while others have not made any stipulations regarding repayment. If the State Electricity Board is not in a position to repay the loans from the State Government, these loans will become virtually perpetual loans by the State Governments without any expectation of repayment. The Electricity Boards, however, are obliged to repay their open market borrowings as well as loans received from the Central Government and other financial institutions. In actual practice, due to the continuously expanding nature of the business and the practical limitations of its capacity to earn revenues like private licensees, it has not been possible for the Electricity Boards to reduce the capital structure. On the contrary, it is always on the increase. The peculiar feature of the State Electricity Boards is that they have not been provided with any equity capital.

6.5. A study of the capital structure of the State Electricity Boards was made by the Power

Tariff Policy Committee (known as the Venkataraman Committee) appointed by the Government of India in 1964. The Committee considered three alternatives for rationalising the capital structure :—

(a) Allowing the existing position to continue as provided in the Electricity (Supply) Act, 1948 without any specific provision for amortisation of debts ;

(b) A portion of the capital might be converted as equity share capital to be taken up by Government and the rest treated as repayable loan capital ;

(c) While regarding all external finance as loan capital, a nominal provision be made for repayment in the course of say, 100 years.

However, the consensus of views was that "there is no need for a major change in the present capital structure of the Board and any part of the capital need not be converted into equity capital". It has also been observed by the Venkataraman Committee that while some Electricity Boards are paying interest charges on construction capital, other Boards are capitalising interest charges on the construction capital. The Committee recommended that it would be desirable if the latter procedure was adopted uniformly by all the Electricity Boards.

6.6. While the repayment of loans, except to the extent made possible by re-borrowings, seems to be out of question in the foreseeable future, it is doubtful whether the revenue earned would suffice to meet the operating, maintenance and management expenses of the Electricity Boards in full, let alone other provisions indicated in Section 67 of the Electricity (Supply) Act, 1948. Apart from these provisions, it is also necessary to recognise another contingent liability which is the provision for depreciation, which may not be adequate to meet the replacement costs of assets, in an inflationary economy. The Venkataraman Committee has observed as follows on this subject :—

> "The cost of assets, has, however, progressively been on the increase and 'the Depreciation Fund' provided as per the existing provisions of Electricity (Supply) Act, 1948 has proved to be inadequate to meet the replacement costs. This suggests the need for suitably enhancing the rate of yearly contributions to Depreciation Fund by amending the Act."

6.7. **Rural Electrification Schemes.**—Any study of the capital structure of the State Electricity Boards will be incomplete without a special reference to rural electrification schemes which the State Electricity Boards are required to undertake in order to achieve the socio-economic objectives of the State. The schemes for the rural electrification are generally unremunerative because in reaching the scattered rural and small urban areas, the Electricity Board has to construct a vast net-work of transmission and distribution lines. It takes several years to develop the optimum load in small urban areas and a still longer waiting period in the case of villages. Even before such development takes place, the Electricity Board has to transmit electricity to remoter areas or villages involving an ever-increasing network of lines. The continuous expansion of the network without simultaneous development of optimum load inevitably involves heavy capital investment without corresponding increase in revenue. Broadly, the minimum annual gross return, which the rural electrification schemes should fetch to the Electricity Boards, is expected to be approximately in the range of 15 to 20%. This is expected to cover interest to be paid to the State Government for capital borrowed (4½—6%), depreciation charges (about 2½%), operation and maintenance charges (3 to 3½%), the cost of energy delivered at distribution centres (3 to 5%). In view of the divergencies in the costs of generation and distribution as well as the construction materials and the methods of construction of the lines, the costs of rural electrification schemes tend to show wide variation in different States. Consequently, the rates of return stipulated for sanctioning rural electrification schemes also vary from State to State from as low as 5% gross in Mysore and Assam to as high as 20% in Bihar and Gujarat. The short-fall between low returns on rural electrification schemes and the reasonable return which is normally derived by the Electricity undertakings in the private sector has to be borne by the Boards and this naturally has an impact on the financial viability of the Electricity Boards and, consequently on the wage structure.

6.8. The industry, apart from a few licensees in each State, consists mainly of the State Electricity Boards, there being only one Electricity Board for each State. Before the Wage Board can formulate its recommendations, it is necessary to examine in general the financial picture of Electricity Boards either individually or pooled together, as may be appropriate in dealing with different facets. Where detailed examination is needed and it becomes necessary to select a few Electricity Boards, this can be done by dividing the country into regions on the same lines as has been done by the Government of India in setting up Regional Electricity Boards. In selecting typical State Electricity Boards in each region, the factors that come into play would depend on the nature of the examination. For instance, the Sub-Committee on the standardisation of nomenclatures selected three typical Boards for their study, one in the Western Region in which the generation was thermal (Gujarat), the second in the Southern Region with hydro generation (Mysore) and the third in the Northern Region (Uttar Pradesh) with both types of generation.

6.9. While a fair cross-section of the industry can be determined in the above manner in the case of the public sector, different yard-sticks are necessary in the case of licensees' undertakings. Licensees by and large operate within restricted areas, generally in the urban area, and can be divided into large, medium and small units. The small units would cater for a maximum demand of less than 2,500 KW, the medium units 2,500 KW and above upto 50,000 KW, while the large units would have maximum demand of 50,000 KW and over. Another method would be to grade them according to their paid-up capital, e.g. (i) below Rs. 10 lakhs, (ii) Rs. 10 lakhs to one crore, and (iii) Rs. 1 crore and above. If typical units in each of these three classifications in the different regions are considered for arriving at general conclusions in determining the wage structure, it would fulfil the requirement that a fair cross-section of the industry in this sector has been covered on an industry-cum-region basis.

6.10. **Industry's ability to pay.**—The capacity to pay is reflected in the profitability of the industry. A study on the financial profitability position has been made for 13 State Electricity Boards based on their published accounts. Power generated by the State Electricity Boards represent about 85% of the total power generation and hence the financial results of the State Electricity Boards are of vital importance in arriving at conclusions and any variations that may be called for in the case of private sector can be dealt with separately. The analysis in the case of State Electricity Boards has been made on an All-India basis in respect of certain aspects and on the regional basis in regard to other aspects.

6.11. The financial position has been considered by studying *inter alia* two factors, (a) sources and uses of funds in the capital formation of the industry, and (b) the financial growth of the industry. The liabilities side of the balance sheet gives the sources from which money flows into the business and the assets side, the utilisation of the same in creating various assets. The sources may be (a) external sources comprising of loan capital from Government, long term borrowings, trade dues and other liabilities and (b) internal resources comprising of depreciation fund, provisions for known liabilities, capital and other reserves built out of retained profits. The relative contribution of these two sources of funds throws light on the capacity of the industry to earn profits and also its ability to plough back the earnings into business. A statement showing the formation of capital and sources and uses of this formation during the four year period under study from 1962-63 to 1965-66 is shown in Appendix V. It will be observed that out of the total growth of funds to the tune of Rs. 1060.25 crores at the end of 1965-66 in 13 State undertakings, the internal resources amounted to Rs. 83.81 crores representing 7.9 per cent and the external sources amounted to Rs. 976.44 crores representing 92.1 per cent of the total funds. The internal resources thus contributed a small percentage of the total sources and in this, the major part was provided by the Depreciation Fund. In regard to external resources, loan capital accounted for the maximum i.e. Rs. 706.45 crores which is two thirds of the total funds. The utilisation of funds was maximum in creating fixed assets (Rs. 790.82 crores) which used about three-quarters of the total funds made available. A sum of Rs. 82.59 crores was utilised for building up inventories.

6.12. The net addition to capital assets has been discussed above. The growth of finance can also be measured *inter alia* by two factors namely, (a) growth of net worth and (b) growth of net capital employed. Net worth is the net value of an Electricity Board to the State Government. It is made up of loan capital from Government plus free reserves and surpluses reduced by losses and fictitious assets. The trend of development of net worth in the case of 13 State Electricity Boards is reproduced below from Appendix Vi :—

Rupees in Crores

	1961-62	1962-63	1963-64	1964-65	1965-66
Net worth to Government	498·92	617·05	763·95	936·18	1,118·11

Coming to the other factor, namely the growth of the net capital employed, the net capital is the difference between the total capital employed and the current liabilities and provisions. The growth of the net capital for 13 State Electricity Boards is reproduced below from Appendix VI :—

Rupees in Crores

	1961-62	1962-63	1963-64	1964-65	1965-66
Net capital employed	539·08	685.13	860·40	1,066·36	1,362·62

The growth was mainly financed by loans from the State Government. Their reserves and surpluses were diminishing as can be seen from the negative entries in the statement against the item, Reserves and Surplus in Appendix V.

6.13. The combined revenue account of the financial position of 13 State Electricity Boards is shown in Appendix VII. It would be seen that in the case retained profit which is considered as the main internal source of finance, there was an overall deficit of Rs. 7.75 crores in 1965-66 while in 1964-65, there was a marginal surplus of Rs. 3.19 crores. The interest on loan capital from Government in 1966 was Rs. 41.52 crores. It will also be seen from Appendix VIII that some of the State Electricity Boards are now able to pay interest due to the State Governments, indicating that the financial position of these Electricity Boards is somewhat on a better footing. Appendix IX give the consolidated position showing allocation of revenues of 13 State Electricity Boards.

6.14. Profitability as well as its trend can also be reckoned by evaluating profitability ratios as follows :—

(a) Ratio of gross profit to sales ;

(b) ratio of gross profit to total capital employed ; and

(c) ratio of profit after tax to net worth.

The first ratio indicates the rate at which the industry makes profit on sales, the second ratio indicates the gross return on the total capital employed regardless of the sources of capital. The third ratio measures the profitability of owner's capital. Since the last ratio is an indicator of the rate of profi which an industry is able to derive after meeting all expenses and external liabilities, it is considered to be the most appropriate index of profitability.

6.15. Appendix VIII shows, vide items 22, 23 and 24, the figures of the above three ratios in respect of 13 State Electricity Boards. The highest and lowest ratio for 1961-62 and 1965-66 for the five regions are tabulated below :—

Region	Highest Ratio				Lowest Ratio			
	1961-62		1965-66		1961-62		1965-66	
	Ratio	State	Ratio	State	Ratio	State	Ratio	State
1	2	3	4	5	6	7	8	9
			(a) Ratio of Gross Profit to Sales.					
1. Southern . .	52·8	Mysore	42·8	Kerala	3·1	Andhra Pradesh	15·4	Andhra Pradesh
2. Western . .	36·5	Madhya Pradesh	32·1	Madhya Pradesh	12·0	Maharashtra	12·2	Maharashtra
3. Eastern . .	22·0	Orissa	20·8	West Bengal	3·8	Bihar	2·1	Bihar
4. Northern .	42·5	Punjab	41·5	Punjab	11·0	DESU	14·7	DESU
5. North Eastern .	..	Assam	(—)19·7	Assam	..	..	..	..

1	2	3	4	5	6	7	8	9
(b) Ratio of Gross Profit to Total Capital Employed								
1. Southern . .	6·4	Mysore	2·8	Kerala	0·4	Andhra Pradesh	1·4	Andhra Pradesh
2. Western . .	4·8	Madhya Pradesh	2·5	Gujarat	1·0	Maharashtra	1·8	Maharashtra
3. Eastern . .	6·1	Orissa	2·4	Orissa	0·4	West Bengal	0·2	Bihar
4. Northern . .	3·1	Punjab	3·5	Punjab	2·8	DESU	2·6	DESU
5. North Eastern .	..	Assam	(—)0·4	Assam	..	..	..	..
(c) Ratio of Profit after tax to Net Worth to the Government								
1. Southern . .	8·1	Mysore	3·7	Mysore	0·3	Andhra Pradesh	1·7	Andhra Pradesh
2. Western . .	5·5	Madhya Pradesh	2·9	Madhya Pradesh	1·4	Maharashtra	2·3	Gujarat
3. Eastern . .	7·3	Orissa	4·4	West Bengal	0·6	West Bengal	0·1	Bihar
4. Northern . .	3·8	DESU	4·9	Punjab	3·2	Uttar Pradesh	3·2	Uttar Pradesh
5. North Eastern .	..	Assam	(—)0·5	Assam	..	..	..	..

6.16. Between 1961-62 and 1965-66, the ratio of gross profits to sales has declined in the case of five Electricity Boards and increased in the case of five others, while in the remaining three electricity Boards, the ratio has been more or less stationary. The steepest decline and increase have been in the case of Mysore and West Bengal State Electricity Boards respectively. A higher ratio of gross profits to gross sales is attributable to higher tariffs charged, lower operating expenditure, provision for lower depreciation and reduced interest charges due to lower capital formation. The increase in the gross sales of the 13 Electricity Boards under review has been from 1½ to 4½ times during the period between 1961-62 and 1965-66. The quantum of gross profit has increased in the case of ten Electricity Boards. However, the gross profit has decreased in two Electricity Boards (Mysore and Assam) and has been stationary in Bihar. It is not possible from the available data to indicate precisely the extent to which the three factors listed earlier have contributed individually to the rise or fall in the ratio of gross profits to sales of various Electricity Boards. Broadly speaking, in each region, there are States of both categories with upward and downward trends in the ratio of gross profit to sales.

6.17. The ratio of gross profit to total capital employed and the ratio of profit after tax to net worth have shown a decline in case of seven Electricity Boards and a rise in five Electricity Boards between 1961-62 and 1965-66, while they have remained stationary for the Uttar Pradesh Electricity Board. The decline in the three ratios has been common to Assam, Bihar, Mysore, Madhya Pradesh and Orissa Electricity Boards, while in the case of Andhra Pradesh, Kerala, Maharashtra and West Bengal Electricity Boards all the three ratios have increased. The former trend is indicative of unremunerative operation combined with steep increase in capital formation without adequate support by growth of internal resources. The latter trend represents comparatively efficient operation, accompanied by a balanced growth of the capital structure and assisted by a modest contribution by growth in internal resources. In the case of the remaining four Electricity Boards, Gujarat, Delhi, Punjab and Uttar Pradesh, either there has been no uniformity in the behaviour of the ratios or the ratios have by and large remained static. This can be considered as middle-of-the-road performance in regard to overall financial working.

6.18. One of the ways to improve the financial performance of the State Electricity Board is to increase tariffs. However, from an examination of the tariff structures of the State Electricity Boards, it appears that they are already on the high side. In studying tariffs, the electricity duty levied by State Governments has not been taken into consideration since the duty is different in many ways between the various States and the revenue earned by the collection of duty does not accrue to the State Electricity Boards. Considering tariffs only, the tariff for lighting and fans is as high as 37 paise per unit in Assam, while in other Electricity Boards it varies from 24 paise onwards to 36 paise per unit. The tariffs for motive power are also high. Any attempt to raise the tariff further at this stage will affect industrial production which has just started picking up after recession, and also the domestic consumers. Details of the tariff rates of the State Electricity Boards and some of the Licensees for lighting and fans, domestic appliances, motive power (L.T.), agricultural supply, H.T. supply, are indicated in Appendix X. It may be argued that the cost of electricity has not risen appreciably in comparison with the prices of essential commoditions in the past few years and as such there is a case for increasing the tariffs to justify higher wages for electricity workers. It has to be remembered that the electricity business has a public utility character and the interests of about 10 million consumers cannot be overlooked for the benefit of a comparatively small number of employees. It is necessary to strike a fair balance between the needs of the general public and the workmen engaged in the industry.

6.19. **Finances of Licensees.**—The finances of Licensees have been considered in the context of two factors (a) sources and uses of funds in the capital formation and (b) the financial growth for 3 groups, Large, Medium and Small, based on their Paid-up Capital as discussed in paragraph 6.9. A statement showing the formation of capital and its uses during the four year period under study from 1962-63 to 1965-66 for 61 Licensees' undertakings is shown in Appendix XI. It will be seen that out of the total growth of funds to the tune of Rs. 66.25 crores at the end of 1965-66, the internal resources generated Rs. 31.71 crores representing 47.9% and external finance amounted to Rs. 34.54 crores representing 52.1% of total funds. Out of the addition of Rs. 31.71 crores to the internal funds, provision for depreciation contributed Rs. 17.38 crores or 26.3% of total funds. Reserves and surplus contributed Rs. 13.85 crores or 20.9% of total funds. In the case of Licensees, internal sources contributed substantially to the growth of undertakings as against the State Electricity Boards where the internal sources are marginal. In regard to external resources, long term borrowing contributed Rs. 19.86 crores out of total external funds of Rs. 34.54 crores. The utilisation of funds was made to the maximum in creating fixed assets (Rs. 53.21 crores).

6.20. The pattern of development of capital in large, medium and small units is shown below :—

Undertakings:

Large	Medium	Small
Rs. 55·91 crores	Rs. 7·81 crores	Rs. 2·53 crores

The detailed analysis regarding internal and external resources, depreciation, borrowings, etc. is shown in the same Appendix (Appendix XI).

6.21. The net addition to capital assets have been discussed above. The growth of finance can also be measured *inter alia* by two factors (a) growth of net worth and (b) growth of net capital employed. Net worth refers to the net value of industry to its owners. It is the total of paid up capital plus reserves and surpluses reduced by losses and fictitious assets. The trend of development of net worth in the case of 61 Licensees' undertakings under study is reproduced below from Appendix XII. Further sub-dividing it for large, medium and small units the pattern of development emerges as follows :—

Rupees in Crores

	1961-62	1962-63	1963-64	1964-65	1965-66
(a) Net worth of 61 undertakings . .	65·32	67·49	71·37	76·09	80·44
(b) Net worth of 8 large undertakings .	55·73	57·59	60·98	65·32	69·02
(c) Net worth of 14 medium undertakings	7·46	7·67	8·03	8·26	8·79
(d) Net worth o 39 small undertakings .	2·13	2·23	2·36	2·51	2·63

It will be observed that growth of net worth in large undertakings constituted substantially a higher proportion of total growth.

6.22. The net capital is the difference between the total capital employed and the current liabilities and provisions. The growth of net capital in respect of 61 Licensees' underaking is given below. It is further sub-divided for large, medium and small units to indicate the pattern of growth of the capital.

Rupees in Crores

	1961-62	1962-63	1963-64	1964-65	1965-66
1. Net capital employed in 61 undertakings .	103·15	108·07	121·72	133·54	141·89
2. Net capital employed in 8 large undertakings .	88·62	92·32	104·88	115·87	122·12
3. Net capital employed in 14 medium undertakings	10·83	11·78	12·55	13·01	14·87
4. Net capital employed in 39 small undertakings .	3·70	3·97	4·29	4·66	4·90

6.23. Profitability of Licensees has been reckoned on the same basis as has been done for 13 State Electricity Boards. The three main profitability ratios, namely, gross profit to sales, gross profit to total capital employed and net profit after tax to net worth have been analysed. Appendix XIII shows the figures of ratio of gross profit to sales, gross profit to total capital employed and profit after tax to net worth in respect of 61 undertakings sub-divided into large, medium and small units region-wise. The highest and lowest ratios from 1961-62 to 1965-66 for the four regions in respect of large, medium and small units are tabulated in Appendix XIV.

6.24. It will be observed from the tabulations that the ratio of gross profit to sales is comparatively higher in the large units than in medium and small units. In the western region units, the ratio has been as high as 30.5. In the southern and eastern regions also the ratio has been fairly high. In the northern region, the ratio has been quite low as compared to other regions.

6.25. The ratio of profit after tax to net worth showed rising trend for large units in the eastern region for the years 1961-62 to 1964-65 but showed a decline in 1965-66. The medium and small units reflected a fluctuating trend. In the northern region, there are no large units and medium and small units showed fluctuating trends. In the southern region, large units showed a fluctuating trend. The medium and small units indicated a rising trend in the ratio from 1961-62 to 1964-65 except that in 1965-66 the medium units recorded a decline. In the western region, the large units showed a rising trend in the ratio from the year 1961-62 to 1965-66 except in the year 1962-63 when it showed a decline. The medium and small units showed a fluctuating trend in the ratios.

6.26. In the case of Licensees, the payment of dividend on equity capital also gives an index of profitability. It will be seen from Appendix XV that 8 large and 14 medium companies declared reasonable dividends for all the five years under study. Out of 39 small undertakings, one is a firm and 38 others are undertakings of joint stock companies. It will be seen that 29 companies paid dividends in 1961-62 and in 1962-63 and 31 companies paid dividend in subsequent three years. The rest of the small companies could not declare any dividend.

6.27. The financial picture vis-a-vis the licensees could be broadly divided into three categories. The bigger licensees already pay wages far higher than those that may be recommended by the Wage Board. The medium licensees could without difficulty match the wage-scales in force in the State Electricity Boards. But the small licensees, especially those operating diesel stations and those with distribution capacities below

500 KVA, might face difficulties in implementing the recommendations. In a wage pattern which has to be a guiding factor for the industry as a whole, it may be difficult to exclude these licensees from the recommendations of the Board. In any case, as the initial burden which might be imposed by the recommendations of the Wage Board is to be phased over a period of three years, it is hoped that these licensees would be able conveniently to cope up with the liability imposed by these recommendations.

6.28. **Conclusion.**—The financial position as revealed by the above analysis has to be judged in the light of certain other considerations relevant to the electricity industry. As between the private sector undertakings and the State Electricity Boards, the position of the former is perhaps more redeeming. Further, the licensees might most likely be only marginally affected by the recommendations that follow. Even with regard to the State Electricity Boards the statistical statements and the methods and procedures of accountancy will have to be re-read in the light of the recommendations of the Venkataraman Committee on the subject to reach a clear prevalent and future picture of their finances and possible surpluses. It will also be pertinent to mention here the judgment of the Supreme Court in the case of Tinnevelly Tuticorin Electric Supply Co. Ltd. Vs. its workmen.

6.29. The Supreme Court while elucidating the position of the provisions of the Indian Electricity (Supply) Act, 1948 vis-a-vis wage determination by Industrial Tribunal, said :—

> "Therefore, can it be said that in fixing the wage structure as between the electricity undertaking and its employees considerations of social justice would be irrelevant? In fixing such wage structure none of the provisions of the Act can afford the slightest assistance to Industrial Tribunals. The task must be attempted by the Tribunals in the light of principles of social justice and other relevant considerations such as the capacity of the employer to pay and the wages received by employees in comparable trades in the same region."

6.30. The electricity undertakings are by their very nature highly capital intensive and carry a relatively lower component of labour. This gives them a greater flexibility to introduce economy and to achieve efficiency to better their financial results. But the Electricity Boards particularly are also oriented to a social purpose of developing the supply of electricity in areas hitherto untouched, and further extensions might tend to dilute their viability. This is more so with regard to the rural areas where the extension of electricity supply is necessary for the development of agriculture and improvement of the levels of living of the rural population. This aspect is emphasised because the social purpose tempers the financial results as exposed by the study of the statistical statements. The Boards are in a prolonged phase of expansion and development and carry a significant unproductive component of works in their lay-out and programme. This would appear to be an indefinite process by present indications. Yet, as their expansion goes along, the component of productive content of their structure is likely to enlarge. The time, therefore, might not be very far when the State Electricity Boards would have completed a major portion of their programme of development and expansion, and be able to concentrate on intensification of supply. Both the factors would have an effect on their profitability. These factors are enumerated because they have all to be considered in taking decisions with regard to a wage structure that has to be laid-down for effective application over a period of some years.

6.31. Apart from these long-term prospects, there are certain other indicators which need to be taken into consideration. The present staffing of most of the State Electricity Boards might need a second look not for any immediate transformation in their patterns but to bring about a measure of rationalisation in them over a period of time. Their management and organisation similarly might undergo a certain degree of rationalisation with a view to stream-lining their working. In like manner, energy transmission losses though inevitable in the present conditions can certainly be reduced. Through a careful examination and approach and particularly through the combined efforts of all engaged in the industry, savings can be effected which will go a long way in improving the overall financial working of the undertakings, especially the State Electricity Boards.

6.32. We have thought of detailing these issues so as to give a proper perspective of the Industry in the public sector that justifies a measure of wage improvement for its large staff spread over both urban and rural areas but more particularly in the inaccessible interior where both life and working conditions are difficult.

6.33. The Board has fully examined in another Chapter the present wage structure. It has not been possible to compare the wage structure of the electricity industry with that prevailing in other industries. It would, however, be noticed that the wage levels in the electricity undertakings are by no means high and vary widely. It is against this background also that there is need to standardise and improve the wage levels in order to ensure that wages are brought up to a reasonable level consistent with the prevalent high cost of living in areas where they are at present low.

6.34. Without being too emphatic, the Board desires to state that they have, for the first time, studied the prevalent wage structure and the employment pattern in the electricity industry comprehensively to arrive at a proper categorisation and a measure of job evaluation. In formulating the new wage structure and the other benefits for the workers, the Board has before them this study of the jobs and the employment categories so as to arrive at a pattern which will, without much change, remain operative for a period much longer than that envisaged by similar attempts in other industries. A wage pattern thus determined has a long-term objective of rationalising not only emoluments but also the employment pattern, and it has, therefore, inevitably to keep in view the long term financial prospects of the industry.

6.35. When a long term view is taken both of the wage structure as well as of the present and the likely financial performance of the electricity undertakings particularly in the public sector, it will be appreciated that the recommendations of the Board on the subject can be regarded as having fully taken cognisance of the present capacity as well as the future potential of the industry for their ability to pay the wage as recommended without impairing the possibility of their emerging within the shortest possible period as sound undertakings, financially and organisationally.

6.36. The Wage Board are also required to assess the impact of their recommendations on the profitability of the electricity undertakings. Any attempt to do so would mean delving deep into several factors, *e.g.*, availability and cost of coal, cost of generation having regard to the plant installed, the tariff inforce, system losses, efficiency of distribution etc. Unfortunately, no scientific study has been made in this country of the factors affecting productivity and profitability of the industry. These factors cannot be ignored. It is difficult for us, therefore, to gauge precisely the economic incidence of our recommendations on the industry. Besides, we cannot lose sight of the ideal of social justice to which the nation is committed. Needs of social justice in such a situation require that economic compulsions will have to be reconciled to considerations of equity and fairness. The wages of workers of the electricity industry are being examined for the first time on a national level while in the case of quite a number of industries, even second Wage Boards have already completed their work. In the circumstances this Wage Board is not in a position to indicate the precise financial implication of the recommendations made by it.

6.37. The absence of any equity capital in the capital structure of the State Electricity Boards and their sole dependance on loan capitals only have resulted in heavy and increasing interest liabilities every year. This is not the case with private licensee undertakings. Similarly, according to the recommendations of the Venkataraman Committee, the State Electricity Boards are required to earn a higher net return on their capital base than the licensee undertakings. Both these peculiar aspects have been highlighted in the evidence before this Board and mentioned earlier in this report. Since these have a direct bearing as well as an impact of not inconsiderable nature on the finances of the State Electricity Boards, it is considered desirable that these are taken up by Government for a review with a view to suitable revision.

CHAPTER VII

PRODUCTIVITY, TRAINING & EDUCATIONAL AND WELFARE SCHEMES

7.1. The Wage Board has, in accordance with its terms of reference, been enjoined to evolve a wage structure taking into account, *inter alia,* "the desirability of extending the system of payment by results". At the same time, "in applying the system of payment by results" the Board has been cautioned to "keep in view the need for fixing a minimum (fall back wage) and also to safeguard against over work and undue speed". "Productivity" expressed in its simplest term is the arithmetical ratio between the amount produced and the amount of resources used for its production. If a part of the surplus arising out of an increase in this ratio due to improved use of the resources is paid to the workmen who are one of the links contributing to the increase in efficiency, the payment becomes an incentive. The conceptions of productivity and incentive are inter-related. The operations of the incentive factor to be successful presupposes acceptance of economic norms, as otherwise "incentives" would tend to result in indirect increase in wages without corresponding beneficial efforts on productivity.

7.2. To elicit the views of employers and employees the questionnaire issued by the Wage Board contained five posers directly related to productivity :—

(1) How are the present work loads fixed and when? Please give basis of such fixation.

(2) What principles and percentages would you suggest for distribution of increase in gains accruing from productivity/efficiency between (a) labour (increase in wages), (b) Capital (dividends), (c) Industry (Capital formation) and (d) Consumers (lower prices).

(3) Has there been in your estimate any rise or fall in productivity/efficiency of labour since 1956? Please give details in support of your observations linking the factors which are responsible for the change in productivity/efficiency.

(4) Have you any agreed basis between employers and employees for ascertaining work loads in your organisation? If so, please give details.

(5) Have you introduced any rationalisation scheme? If so, has any portion of the benefits arising therefrom been passed on to the labour?

7.3. Some of the employers have indicated that work loads have not been formally fixed while a few others have stated that work loads for certain categories of staff have been fixed. The Bihar State Electricity Board has stated that in considering productivity it is necessary to distinguish the respective roles of different factors such as plant lay-out, type and state of Machinery and equipment, the level of managerial efficiency, etc. Views on rise or fall in productivity since 1956 are divided. Some of the employers have stated that no estimate of rise or fall in productivity can be made in the absence of proper studies while a few others have indicated that there is a general fall in productivity but have not listed the factors responsible for such a fall. The Tamil Nadu Electricity Board has a committee representing management and employees for ascertaining work loads, while others have reported no such arrangements. The Tamil Nadu Electricity Board has a scheme for rationalising billing and accounts system and has indicated that part of the benefit accruing from introduction of the scheme has been passed on to the staff on an agreed basis. The introduction of the rationalisation scheme, according to the Board, has also opened promotional avenues for the staff. Most of the unions had no comments to offer on productivity and work loads. A few have stated that where work loads have been fixed, they are not on an agreed basis. However, some of them are in favour of fixing work loads by mutual negotiations. The Employees' Unions are of the view that productivity has increased over a period of years and the gains accruing therefrom have not redounded to the benefit of labour. Most of the unions have no comments to make on rationalisation schemes.

7.4. The measurement of labour productivity in the Electricity Supply Industry (which is highly capital intensive) presents formidable problems unlike in other industries where shop floor productivity is capable of being reckoned or computed. By the very nature of its business, it is difficult to measure productivity of all occupations and sections of the electricity generation and supply industry. It is equally difficult to apply work load studies in individual cases except in a few sections such as meter reading, billing, etc. Some of the functions such as. generation, controlling system losses, and reliability or stability of supply, etc. call for group efforts including quality management. Besides, for improved performance of the system as a whole, factors not associated with skill as such are involved, namely, capital investment or modernisation. Improvements arising out of such factors have to be carefully distinguished from those which can be attributed solely to labour productivity.

7.5 Nevertheless, in some limited areas at least group incentive schemes are capable of being considered. Information on the extent to which incentive schemes can be applied to the Electric Supply Industry is available from recent developments in the United Kingdom.

7.6. In view of the differing conditions under which Power Systems operate in this country, formulation of productivity/incentive schemes will have to be left to the individual organisations and their unions. This will also leave scope for each organisation to improve its efficiency in the manner most suited to it and open up a competitive avenue of bettering the performance by comparison.

7.7. The number of employees in an organisation will depend upon such factors as—

Area served,

KW Hrs. sold annually,

Maximum demand,

Total revenue,

Number of consumers,

Physical size in technical terms such as number and size of generating stations, length of transmission lines, etc., Ratio of Gross Revenue to Operating Expenditure, and

Capital Expenditure in the year.

It is hoped that each organisation and its union, while formulating productivity schemes, will give due regard to determining the manpower yardsticks for different types of jobs using the considerations listed above.

7.8. Another aspect which cannot be divorced from productivity is training. A well conceived training programme should have two distinct objectives (a) imparting necessary skills for the job and (b) imparting attitude training *i.e.* creating right attitude for work. Training is also linked with technological changes affecting the industry. In the early stages of power development in the country, when stations were operating in isolation, installation of smaller capacity generating sets was an economic compulsion. In recent years the trend has been to instal units of larger sizes such as 50 MW and above and units of 200 MW also are under consideration. It is likely that in the next decade the sizes of units may even be larger, bringing into commission highly efficient super power stations. In order to achieve completion of large projects ahead of schedule and to attain higher reliability and station efficiency, it is necessary that the construction, operation and maintenance personnel should have adequate skills to fulfil their job requirements. This underlines the importance of creating in-plant training facilities within the organisations.

7.9. **Welfare Schemes.**—Introduction of welfare schemes such as medical facilities, educational facilities, recreational activities, particularly in areas where such facilities are lacking, has a positive impact on the efficiency of the workers. It is indirectly an incentive for the worker to put in his best. No doubt these schemes impose a measure of financial burden on undertakings, but the intangible benefits the undertakings world derive from a satisfied worker should more than compensate the expenditure involved.

CHAPTER VIII

A—EXISTING WAGE STRUCTURE

8.1. For determination of the question of wage structure, the existing level of wages could hardly be ignored. The basic wages and dearness allowance paid to the lowest paid unskilled workers and to workers in certain selected occupations by the State Electricity Boards from whom replies were received as well as from a few selected private sector undertakings are given in Appendix XVI.

8.2. A study of the data made available by the State Electricity Boards reveals that the total emoluments (basic wage and dearness allowance) of the lowest paid unskilled workers were Rs. 92·00 per month during the month of May, 1967 in the Andhra Pradesh State Electricity Board, Rs. 97.00 per month during the month of August, 1967 in the Mysore State Electricity Board and Rs. 99.00 per month during the month of December, 1967 in the Uttar Pradesh State Electricity Board. The emoluments were Rs. 140.00 per month during the month of December, 1967 in the Maharashtra State Electricity Board and Rs. 135.00 per month during the month of December, 1967 in the Delhi Electricity Supply Undertaking. As regards the private sector, *i.e.* the licensee undertakings, the wages were generally found to be higher than those prevailing in the State Electricity Boards except in the case of a few small licensees such as Bankura Electric Licensee and Nabadwip Electric Licensee where the wages of the lowest paid unskilled workers were as low as Rs. 75.00 per month and Rs. 77.55 per month respectively. The Tata Hydro-Electric Power Supply Co. Ltd. who were paying Rs. 266.00 per month, and the Bombay Suburban Electric Supply Ltd. who were paying Rs. 225.66 per month to the lowest paid unskilled workers represented another extreme. Subsequently there have been some increases in certain undertakings.

8.3. The employment of work-charged staff and nominal muster roll staff was considerable in the State Electricity Boards where they were being employed mostly for works of a temporary nature, *e.g.* in construction projects, laying of lines, etc. From available data we learn that the work-charged staff was generally getting consolidated wages on an *ad hoc* basis determined by the prevailing rates of wages in the areas of their employment and that in some instances the work-charged staff engaged on monthly basis were being paid regular time scales. So far as the casual/nominal muster-roll staff are concerned they were employed on daily consolidated wage rates but the information regarding such rates was not forthcoming from most of the undertakings.

4.8. **Dearness Allowance.**—All the State Electricity Boards from whom replies were received stated that dearness allowance was being paid to the employees separately which was distinct from basic pay and the scale of dearness allowance was paid on a slab basis. In so doing most of them were following the pattern determined by the respective State Governments for their employees and it was being revised whenever the State Governments undertook the revision of rates of dearness allowance. In recent days, however, there has been a trend in some of the State Electricity Boards to link their scheme of the dearness allowance to the one adopted by the Central Government in preference to the system as in the case of their respective State Governments. The dearness allowance of the Central Government employees is pegged to the All India Consumer Price Index (base 1949=100) and is revised on the variation in the average of twelve months' index numbers provided that its magnitude extends to 10 points. The rate of increase or decrease in dearness allowance varies according to pay slabs. In the Maharashtra and/Bihar State Electricity Boards, however, the dearness allowance is computed according to arbitration awards. As a result, the dearness allowance in these Boards came to be bifurcated into two parts, fixed and variable. The fixed portion of the dearness allowance takes shape according to the pay slabs in operation while the variable portion of the dearness allowance remains uniform for all the workers and is linked with the All India Consumer Price Index Number. The dearness allowance paid by the Uttar Pradesh State Electricity Board follows the State Government pattern except in KESA and a few other units taken over from the licensees where the dearness allowance paid is linked with the Kanpur cost of living index.

8.5. All such licensees who replied to our questionnaire were paying dearness allowance separately. In the case of some, the rates of dearness allowance were moulded on a pay slab basis while, in the case of others, payments at uniform rates were being made to all the workers. The dearness allowance was found in most of the cases tied to the local or regional consumer price index number.

8.6. Apart from the basic wages and dearness allowance a few other allowances and fringe benefits were available to the employees, such as benefits accruing under various Acts like Employees' Provident Fund Act, 1952, Employees' State Insurance Act, 1948 and the Factories Act, 1948.

8.7. Employees of most of the Electricity Boards stationed in big cities enjoyed the benefit of house rent allowance, its quantum, however, depending upon the size of the city and on the pay of the workers. The housing facilities were also available to some of the workers posted in the project areas, power houses, sub-stations, etc. Some of the Boards did not charge any rent from the essential staff and from the employees posted in project areas; in the case of some others they charged rent at a lower rate. Some of the Boards were also supplying to the workers electricity free of charge upto a certain limit. Compensatory city allowance was also being paid by some of the State Electricity Boards to their employees posted in big cities in order to neutralise the high cost of living prevailing in them—the amount depending upon the duty station and the basic salary of the workers. Some of the State Electricity Boards were also paying project allowance to the workers posted in project areas.

8.8. Very few licensees were paying house rent allowance to their employees. None of the units had made any provision for paying city compensatory allowance. Some of them had constructed houses for their staff and allotted them rent-free to their emergency staff, and on a low rent to the other staff. Free electricity was also being provided to the workers by some of these undertakings.

8.9. The employees availed of medical facilities under the Employees' State Insurance Scheme where the Scheme had been extended. Some Electricity Boards reported that they were providing medical facilities similar to or higher than those allowed by the State Government to their employees. Most of the State Electricity Boards were running their own dispensaries for the benefit of their employees working in project areas, and in addition were reimbursing the medical expenses incurred by the employees for medicines not available in the dispensaries and such reimbursement schemes also existed where no dispensaries were being run. The Maharashtra and the West Bengal State Electricity Boards were paying fixed medical allowance to their workers in lieu of medical facilities. Some of the licensee undertakings were also running their own dispensaries or had made arrangements with local doctors for the treatment of their workers.

8.10. The Tamil Nadu and the Andhra Pradesh State Electricity Boards had reported that they were providing travel concession to their employees stationed in certain project areas. The West Bengal State Electricity Board were also reimbursing travelling expenses to the workers and their families who were posted at a distance of 400 KM or more from Calcutta, for coming upto Calcutta. The Delhi Electric Supply Undertaking provided travel concession to their employees similar to those provided by the Central Government. No travel facilities were, however, reported to be available to the employees in any licensee undertaking.

8.11. Most of the State Electricity Boards were running schools for the education of the children of their employees in the remote project areas where such facilities did not exist. This facility was also available in a few licensee units.

8.12. Most of the State Electricity Boards had introduced co-operative stores, co-operative credit societies, sports and recreation clubs, reading rooms, etc. Some of the licensees were also providing these facilities. Two Electricity Boards were reported to have their own film projectors and arrangements for exhibition of films.

8.13. Many units were providing uniforms, rain-coats, gum-boots, etc. and a prescribed amount of washing allowance to certain categories of workers. The amenities of canteens, rest shelters, etc. were available to them as required under the Factories Act and the Commercial Establishments Act.

8.14. The employees of electricity undertakings are covered under the Employees' Provident Fund Act, 1952. The statutory rate of contribution by both employers and employees is 8 per cent of the emoluments in establishments employing 50 or more persons and 6¼% in smaller undertakings. In most of the State Electricity Boards and in many licensees' undertakings there were gratuity schemes in force details of which are given in Chapter X.

B—RECOMMENDED WAGE STRUCTURE

8.15. **The Need-based Minimum.**—The various estimates of the need-based minimum wage have already been mentioned in Chapter V. The Wage Board have given profound thought to the problem of fixing a national need-based minimum wage for Electricity Undertakings. Even taking the figure of Rs. 164 04 worked out by the Second Wage Board for Cement Industry for March, 1967 after conducting family budget enquiries and with a diet of the nutritive value of 2,500 calories, this Wage Board did not find it feasible to recommend a minimum wage at that level for electricity undertakings. The financial state of the Industry has been discussed in Chapter VI from which the general conclusion emerges that the State Electricity Boards which constitute the largest segment of this Industry are still far from viable and the prospects for the next five years or so are not such as to encourage the hope that the viability would materially improve. The undertakings in the private sector are in a comparatively better financial position but some of them are weak and cannot possibly be burdened with a need-based minimum wage. The Wage Board have, therefore, proceeded on the assumption that in evolving a wage structure, their recommendations should be such as are capable of implementation keeping in view the needs of the electricity industry in the developing economy of the country and the limitation of its resources. An examination of the various estimates of national need-based minima would, therefore, be only of academic interest. The Board have, therefore, thought it appropriate not to delve into the issue further.

8.16. On the question of the formation of a wage structure for the industry, the Wage Board had the benefit of the views of the organisations both of employees and employers received by them in written submissions or during the hearings.

8.17. **Views of the organisations of employees and employers.**—All the State Electricity Boards are of the opinion that the basic wages and dearness allowance should be fixed separately. The main argument has been that the dearness allowance should be revised as and when prices rise or fall whereas the basic wage should remain constant over a certain time. In order to mitigate the hardship of the workers due to mounting cost of living it was necessary to keep the dearness allowance distinct and separate and adjust it through a formula to ease the hardship of living of workers.

8.18. The West Bengal State Electricity Board have stated that instead of relating the basic wage to the price levels either of 1939 or 1949, which have little relevance today, the base year for the fixation of basic wage should be the last year of the penultimate Plan. This would mean that the basic wage in the first year of the Fourth Plan should be based on the price level of the last year of the Second Plan. The Kerala, Bihar and Maharashtra State Electricity Boards are, however, of the opinion that the basic wages should be related to 1949. On the other hand, the Tamil Nadu State Electricity Board are in favour of partial merger of dearness allowance with the basic wage. They consider that the present abnormally high price levels will continue for a long time, and that it would be appropriate to merge a portion of dearness allowance with basic pay with a price level below which the prices are not likely to fall.

8.19. All the State Electricity Boards except Mysore and Gujarat are of the opinion that the dearness allowance should be variable and linked with the consumer price index. The Mysore State Electricity Board is of the view that the dearness allowance should be a fixed amount but should be different for different pay slabs. The Gujarat Electricity Board is also in favour of a fixed dearness allowance which should be reviewed every three years. The Bihar and the Maharashtra State Electricity Boards are of the view that the dearness allowance should consist of two parts *viz.* fixed and variable dearness allowance; the fixed dearness allowance should be on the basis of the pay slabs while the variable dearness allowance should be linked to the consumer price index with a certain base year. The West Bengal State Electricity Board are of the view that the dearness allowance should be linked to the regional cost of living indices instead of to the all India index.

8.20. On neutralisation of cost of living through dearness allowance the West Bengal State Electricity Board have suggested full neutralisation in the case of the lowest paid employees and partial neutralisation in the case of the better paid employees. The Bihar State Electricity Board are in favour of 75 to 80 per cent neutralisation for the lowest paid and that it should taper off as the wages move up subject to the lowest minimum of 50 per cent. The Maharashtra State Electricity Board are of the opinion that the extent of neutralisation should be 90 per cent for class IV employees, 60 per cent for class III employees and 50 per cent for other employees drawing upto Rs. 500/- p.m. The Tamil Nadu State Electricity Board do not consider full neutralisation desirable or practical except at the bare subsistence level.

8.21. The Federation of Electricity Undertakings of India has indicated that the basic wage and dearness allowance should be fixed separately and that pending stabilization of price levels there should be no merger of dearness allowance with basic pay. If, however, the merger is decided upon, the total liability including payment of gratuity should not be enlarged beyond the pre-merger level of basic wages. On the question of neutralisation, it has stated that it should be decided after taking into account all the fringe benefits and with due regard to the capacity of the undertaking to pay and the prevailing general economic conditions of the industry as a whole.

8.22. The Martin Burn group of electricity supply companies has stated that the basic wage and dearness allowance should be kept separate. They do not favour reconstruction of the basic wage according to the needs of workers and with a base year. They argue that the basic wage is the expression of job value and should retain that character. On the question of merger of dearness allowance in the basic wage this group is not in favour of merging any part of dearness allowance, but favours the linking of dearness allowance to a consumer price index. They do not favour adoption of either the All India cost of living index or the indices of different centres. They feel that regional indices should be compiled and that such indices would be simpler to administer and would represent the overall state of cost of living in a region. On the question of neutralisation, the group do not favour full neutralisation even in the case of the lowest wage group, since this would in its turn lead to spiralling of prices. According to them the rates should be tapering and provide for greater neutralisation at the lower wage levels and lower neutralisation as the wage increases.

8.23. The Indian National Electricity Workers' Federation, on the other hand, is of the opinion that a separate dearness allowance can have justification only if the current level of prices does not represent a normal situation and there is reasonable likelihood of prices coming down; in other words, a composite structure of wages is called for. The Federation is of the view that the concept of irreducible minimum wage will lose all its meaning if after fixation a rise in the cost of living is not neutralised to a reasonable extent; therefore the wages in all cases be considered in the context of cost of living of workmen and with reference to the real wages and not money wages.

8.24. The All India Trade Union Congress and the All India Federation of Electricity Employees are of the opinion that fair wage as defiened by the Committee on Fair Wages ranges from minimum wage to the living wage, that at the minimum wage level the capacity of the Industry to pay is of no consequence and that it should be fixed on the basis of the norms laid down by the Nutrition Advisory Committee. According to them the system of payment of dearness allowance must fully neutralise the rise in the cost of living at all levels of the wage, as, unless this is ensured, the real wages of the workers will fall, and would also upset the wage differentials. Further that the dearness allowance rates must be the same all over the country but after neutralisation is achieved at the current consumer price index, the actual dearness allowance should be linked with the consumer price index of the nearest centre for which it is available.

8.25. The Tamilnad Electricity Workers' Federation is in favour of merger of dearness allowance with the basic wages. However, in view of the fact that the prices of essential commodities continue to rise, the Federation considers that the system of payment of separate dearness allowance is inevitable.

8.26. The Mysore State Electricity Board Employees' Union has stated that the basic wages should be fixed on the basis of a proper diet, adequate outlay on house rent and other miscellaneous items that it should be related to 1960 as the base year and that the dearness allowance should be variable with full neutralisation.

8.27. The Madhya Pradesh Vidyut Karamchari Sangh is of the view that the basic wage and dearness allowance should be separately fixed and the basic wage with 1960 as base, and a part of the dearness allowance should be merged with the basic wage.

8.28. Generally, most of the employers and the labour unions appear to favour splitting up of the total emoluments into basic wage and dearness allowance. Only a few unions have demanded a consolidated wage. As against this, differences exist as to relating the basic wage to a given base year, the quantum of merger of dearness allowance with the basic wage and the cost of living index to which the dearness allowance should be linked. The employers are not generally in favour of full neutralisation even in the case of the lowest paid workers and have favoured it to the extent from 70% to 100%. The workers' unions, on the other hand, have demanded full neutralisation as recommended by the 15th Indian Labour Conference.

8.29. There is also the question of wage differentials to be considered. The views of the employers' organisations as well as the employees' unions have been summarised in Annexure 'C' to Appendix 'A' of the Report of the Sub-Committee for Standardisation of Nomenclatures with Job Descriptions etc. for Electricity Undertakings, and have been briefly touched upon in Chapter IX.

8.30. The Board have also considered whether wages in the industry could be linked to productivity. They have come to the conclusion that owing to the peculiar nature of the industry, it is not expedient or feasible to link wages to productivity at this stage except to the limited extent indicated in Chapter VII.

8.31. The Board had thus before it a mass of data on the basis of which a fair and reasonable wage structure could be worked out. In working out such a structure, due consideration has had to be given to the existing wages, their structure, the ratios between the highest and the lowest basic wage scales at their minima and maxima, spans of the grades and the manner in which other Wage Boards have determined the wage structures. Further the capacity of the Industry has also to be considered keeping in view the impact of any violent changes in the wages and their differentials. The Board had also the benefit of the detailed report of the Sub-Committee on Standardisation of Nomenclatures, etc. which had gone into the matter thoroughly. After carefully considering the question in the light of the available data and in the light of the general principles governing wage fixation the Board have decided to make their recommendations as shown below :—

RECOMMENDED WAGE STRUCTURE

8.32. **Minimum Wage.**—(1) The total monthly emoluments of the lowest paid unskilled worker would be Rs. 148/- constituted as under :—

Basic Wage	Rs. 55.00
Dearness Allowance	Rs. 85.00
House Rent Allowance	Rs. 8.00

(2) However, in big cities, covered by the list of Class A, B1 and B2 published by the Ministry of Finance, Government of India for the grant of House Rent Allowance to the Central Government employees (list given below), the House Rent Allowance would be Rs. 15/- instead of Rs. 8/- thus making a total minimum monthly emoluments of Rs. 155/- as against Rs. 148/- elsewhere.

Class A

1. Bombay
2. Calcutta
3. Delhi
4. Madras.

Class B1

1. Ahmedabad
2. Bangalore
3. Hyderabad
4. Kanpur
5. Poona.

Class B2

1. Agra
2. Allahabad
3. Banaras (Varanasi)
4. Jaipur
5. Lucknow
6. Madurai
7. Nagpur.

Undertakings/units paying House Rent Allowance in excess of Rs. 8/- or Rs. 15/-, as the case may be, would continue to do so at the same rate without any reduction and the difference in the allowance would not be adjusted against the increase that might accrue to the workers in the total of the other two constituents of the minimum wage, namely, the Basic Wage and the Dearness Allowance put together. If the employer is providing rent-free quarters or charging a rental of less than 10% of the Basic Wage, the difference between the actual rent charged and 10% of the Basic Wage will be set off against the amount of Rs. 8/- or Rs. 15/- as the case may be.

(3) The Basic Wage and the Dearness Allowance put together shall not be less than Rs. 140/-. Where an undertaking has been paying more than Rs. 55/- as the Basic Wage, it would be required to pay the difference between Rs. 140/- and the Basic Wage so paid as Dearness Allowance. Where an undertaking has been paying less than Rs. 55/- as the Basic Wage, it will have to increase the Basic Wage to Rs. 55/- and pay the balance of Rs. 85/- as Dearness Allowance.

(4) The Dearness Allowance of Rs. 85/- (on the basis of Rs. 55/- as the Basic Wage) would be linked to the cost of living index at 171 with the 1960 series of the All India Average Consumer Price Index Numbers of Working class published by the Labour Bureau, Simla as base. For every rise or fall in the index number, an adjustment of 75 paise per point would be made in the Dearness Allowance. The revision will be effective prospectively from 1st April every year on the basis of the average of the indices for the preceding 12 months from January to December. No adjustment in Dearness Allowance would, however, be made if the index falls below 171.

(5) The total minimum monthly emoluments recommended above would take effect from 1st April, 1969 and the first adjustment of Dearness Allowance will be effective from 1st April, 1970 based on the average of the Consumer Price Index Numbers from January, 1969 to December, 1969.

(6) If an undertaking or unit had on 31-3-1969 a wage scale under which the starting basic wage plus Dearness Allowance payable on such wage to an unskilled worker was more than Rs. 140/- per month, the recommendation made above regarding the minimum wage payable to the unskilled worker will not apply to such an undertaking/unit; and the unskilled worker in such an undertaking will continue to be entitled to the same higher basic wage-*cum*-dearness allowance that he may be receiving.

(7) The cash value of the food subsidy wherever provided by an establishment or unit would be adjustable against the Dearness Allowance but the worker would have the option to prefer the Dearness Allowance in cash or partly in cash and partly in the form of subsidised food.

I. WAGE SCALES

8.33. The Board recommends the following 21 scales of pay for the different categories of workers and employees (both technical and administrative) in which all of them would be placed in the manner suggested hereafter:

Sl. No.		Scale	Span
		Technical	
		Rs.	
1	Unskilled	55–2(10)–75–3(5)–90	15 years
2	Semi skilled B	70–2(3)–76–3(6)–94–4(6)–118	15 years
3	Semi skilled A	80–4(10)–120–5(5)–145	15 years
4	Skilled C	110–5(5)–135–6(10)–195	15 years
5	Skilled B	130–7(10)–200–8(5)–240	15 years
6	Skilled A	150–9(5)–195–10(9)–285	14 years
7	Highly skilled B	190–10(6)–250–12(5)–310–15(3)–355	14 years
8	Highly skilled A	250–16(5)–330–18(5)–420–20(4)–500 (E.B. after 10th stage)	14 years
9	Supervisory C	250–16(5)–330–18(5)–240–20(4)–500 (E. B. after 10th stage)	14 years
10	Supervisory B	300–20(4)–380–25(5)–505–30(5)–655 (E. B. after 10th stage)	14 years
11.	Supervisory A	400–25(5)–525–30(4)–645–35(3)–750 (E. B. after 10th stage)	12 years
		Administrative	
1	Unskilled	55–2(10)–75–3(5)–90	15 years
2	Semi skilled B	70–2(3)–76–3(6)–94–4(6)–118	15 years
3	Semi skilled A	80–4(10)–120–5(5)–145	15 years
4	Skilled B	110–8(5)–150–10(10)–250	15 years
5	Skilled A	150–12(10)–270–15(5)–345 (E.B. after 10th satge)	15 years
6	Highly Skilled B	190–12(8)–286–15(6)–376 (E.B. after 10th stage)	14 years
7	Highly Skilled A	250–16(5)–330–18(5)–420–20(4)–500 (E.B. after 10th stage)	14 years
8	Supervisory C	250–16(5)–330–18(5)–420–20(4)–500 (E.B. after 10th stage)	14 years
9	Supervisory B	300–20(4)–380–25(5)–505–30(5)–655 (E.B. after 10th stage)	14 years
10	Supervisory A	400–25(5)–525–30(4)–645–35(3)–750 (E.B. after 10th stage)	12 years

II. DEARNESS ALLOWANCE

The Board recommends the following rates of dearness allowance for different slabs of basic wage:

Pay Slabs Rs.	*Dearness Allowance* Rs.
Upto 109	Upto 85*
110—149	98
150—209	122
210—399	146
400—449	160
450—499	164
500—542	Amount by which the pay falls short of Rs. 663/—
543—999	120

*The exact amount of Dearness Allowance for this slab would be fixed in the manner as recommended in paragraph 8·32(3).

III. HOUSE RENT ALLOWANCE

The Board also recommends that the house rent allowance for the lowest paid category of unskilled workers, namely Rs. 8/- and Rs. 15/- as the case may be [*vide* para 8.32(1) and (2)] should be extended to three more categories of wage scales, *viz.*, Nos. 2, 3 and 4 both under "Technical" and "Administrative" as shown in paragraph 8.33.

Where rent-free quarters have been provided or a rental of less than 10% of the basic wage is being charged the difference between the actual rent charged and 10% of the basic wage will be set off against the amount of House Rent Allowance as the case may be.

In the case of undertakings where appropriate scales of pay and dearness allowance together exceed the total quantum of basic pay and dearness allowance including house-rent allowance recommended by the Wage Board in respect of the corresponding scale no allowance by way of house rent allowance will be payable by them.

IV. MISCELLANEOUS

(1) The above recommendations will not apply (i) in the case of officers employed in undertakings whose terms of service are governed by specific covenants for a limited specified period not exceeding five years and (ii) in the case of workmen employed by undertakings who are governed by agreements between recognised unions and the managements, which specifically provide for non-application of the Wage Board's recommedations provided such agreements were entered into after 20th June, 1968, the date of the Government of India Resolution accepting the interim recommendations of the Board.

(2) If an employee in any category other than the unskilled worker was enjoying on 31-3-1969 a higher scale of wages or higher annual increments or higher dearness allowance or higher house rent allowance, he will continue to get the same.

(3) If any employee in an undertaking was getting any allowance, benefit, concession, or fringe benefits of any kind whatsoever, other than basic wage, dearness allowance and house-rent allowance, the allowance, benefit, concession or fringe benefit will not be curtailed in any manner on the ground that is basic wage, dearness allowance or house-rent allowance has been increased as a result of the recommendations of the Wage Board.

(4) The Wage Board have considered whether or not the system of free electricity obtaining in some undertakings should be extended universally. After mature consideration the Board has felt that in view of the limitations imposed by Section 23 of the Indian Electricity Act, 1910, the benefit of free electricity to an employee as such would be objectionable. Section 23 of the Indian Electricity Act, 1910, stipulates that "a licensee shall not in making any agreement for the supply of energy show undue preference to any person". The words "any person" should encompass employees as well, and consequently the analogy of railway systems and air systems offering free passages to the employees would not be appropriate.

Although the provisions of Section 23 of the Indian Electricity Act, 1910, does not apply to the State Electricity Boards, it is only proper that the principles enunciated against undue preference should be applied uniformly to the Industry as a whole. Consequently the Wage Board propose to make no recommendations. This however will not adversely affect the existing benefit.

V. FITMENT

8.34. In paragraphs 8.32 and 8.33 above, the Board has made recommendations about the minimum basic wage as well as the quantum of dearness allowance payable to an unskilled worker, the scales of basic wages for different categories of employees drawing upto Rs. 750/- p.m. and the amount of dearness allowance payable to them on the basis of different slabs of basic wages It is now necessary to define the principles that should guide the different undertakings in the matter of fitment of the workers into the new scales as recommended. As electricity undertakings in the country have adopted widely divergent scales of pay with equally divergent nomenclatures and designations, it has really been a problem for this Board to define clear-cut principles so as to achieve uniformity in the matter of adoption of standard scales *vis-a-vis* their fitment. However, after very careful consideration, the Board recommends the following principles.

8.35. For the first slab of basic wages upto Rs. 109/- p.m. only, the quantum of dearness allowance will have to be fixed in the light of the prevailing basic wages. According to our recommendation made in paragraph 8.32(3) read with paragraph 8.32(1), the quantum of dearness allowance for the lowest paid unskilled worker of this slab would be Rs. 85/- when the basic wage is Rs. 55/- p.m. The quantum of dearness allowance is, however, variable depending on the basic wage. The following illustrations will enable the undertakings to determine the quantum of dearness allowance payable to their lowest paid unskilled worker:

[In all sections of paragraphs 8.35 and 8.36 including the five illustrations given below, the basic wage has to be taken as the starting salary of the lowest paid unskilled worker in the scale applicable to him as on 31-3-1969 and the Dearness Allowance as the Dearness Allowance payable on such basic wage.]

(a) In case where the basic wage is less than Rs. 55/- and the Dearness Allowance is also less than Rs. 85/- and the total is less than Rs. 140/- p.m., the basic wage will be raised to Rs. 55/- and the dearness alowance to Rs. 85/-;

(b) If Dearness Allowance is more than Rs. 85/- but the total of the Dearness Allowance and the basic wage is less than Rs. 140/-, then the basic wage shall be raised to Rs. 55/- and the Dearness Allowance reduced to Rs. 85/-;

(c) Where the basic wage is more than Rs. 55/- but the total of the basic wage and the Dearness allowance is less than Rs. 140/-, then the existing basic wage shall remain undisturbed and the quantum of Dearness Allowance will be the difference between Rs. 140/- and the existing basic wage;

(d) Where the total of basic wage and Dearness Allowance is more than Rs. 140/- but the basic wage is less than Rs. 55/-, the basic wage shall be raised to Rs. 55/- and the balance of the total will be treated as Dearness Allowance; and

(e) Where the total of the basic wage and the Dearness Allowance is more than Rs. 140/- and the basic wage is also more than Rs. 55/- p.m., there shall be no change and the basic wage and Dearness Allowance will continue to be the same.

The quantum of Dearness Allowance as determined in the above manner for the lowest paid unskilled worker in an undertaking will be admissible to all workers drawing basic wages upto Rs. 109/- p.m.

8.36. (a) The quantum of Dearness Allowance having been fixed as above, the basic wage of a worker drawing more than Rs. 55/- but less than Rs. 109/- per month will be fixed in the new scale as applicable to him at the stage higher than his existing basic wage as on 31-3-69. His next increment in the new scale will be admissible one year after the date on which his basic pay is fixed in the new scale as above.

(b) (i) Where the existing basic wages are less than Rs. 55/- such basic wages shall have to be raised to Rs. 55/-. Workers with varying lengths of service will thus start in the new scale with Rs. 55/- as basic wage except in cases provided in (ii) below and will thereafter derive the benefits of the new increments as in the new scales

(ii) Where the difference between the existing basic wage of a worker and the minimum of the new scale in which he is to be fitted is less than three times the rate of initial increment in the new scale, he will be entitled to service increments at the rate of one increment for every five years of uninterrupted qualifying service subject to a maximum of three increments in all and his initial basic wage in the new scale will be fixed accordingly.

(iii) Where the existing wage of a worker is equal to the minimum of the new scale in which he is to be fitted, he will be entitled to service increments at the rate of one increment for every five years of uninterrupted qualifying service subject to a maximum of three increments in all and his initial basic wage in the new scale will be fixed accordingly.

(iv) Where the existing basic wage of a worker is in between two stages of the new scale, his basic wage will be brought, first of all, to the next higher stage of the new scale, and thereafter he will be entitled to service increments at the rate of one increment for every five years of uninterrupted qualifying service upto a maximum of two increments.

8.36A The same principles as in paragraph 8.36 will apply to the next higher slab of pay *viz.* Rs. 110-149.

8.37. For subsequent slabs of pay *viz.*, Rs. 150-209, Rs. 210-399, Rs. 400-449, Rs. 450-499, Rs. 500-542 and Rs. 543-750, the quantum of dearness allowance has been indicated in paragraph 8.33 (II). It will now be necessary to fix the basic wage of a worker entitled to the new scale of basic wage falling under any of those slabs in the following manner :—

(a) First of all, the worker has to be given the appropriate new scale depending on the nature of the job he is performing and the degree of his skill.

(b) Where the existing basic wage of a worker is *not* less than the minimum of new scale in which he is to be fitted, his new basic wage will be fixed in the new scale at the next higher stage.

(c) Where the existing basic wage of a worker is less than the minimum of the new scale in which he is to be fitted, he will start from the minimum of the new scale. If, however, the difference between his existing basic wage and the minimum of the new scale is less than the amount representing twice the amount of the initial annual increment of the new scale, he will be entitled to service increments at the rate of one increment for five years of uninterrupted qualifying service subject to a maximum of three increments in all, or Rs. 25 over the minimum of the new scale; whichever is less, and his initial basic wage in the new scale will be fixed accordingly.

(d) Where the minimum of the new scale is higher than that of the existing scale of a worker, but the rate of Dearness Allowance received by him is higher than what has been recommended by the Board and the total of the two items exceeds the amount to which he would otherwise have been entitled under (c) above, the excess in Dearness Allowance representing the difference between what has been recommended and what the worker is receiving, will be merged with his existing basic pay. For example, if a worker is at present drawing Rs. 150/- as basic wage and Rs. 150/- as Dearness Allowance, making the total of these two items Rs. 300/-, the Dearness Allowance now suggested being Rs. 122/-, the excess of Rs. 28/- will get added on to the existing basic wage of the worker. Similarly, if a worker is receiving Rs. 380/- as basic wage, his Dearness Allowance according to the recommendation of the Board will be Rs. 146/-; but if his actual Dearness Allowance at present is Rs. 200/-, this difference of Rs. 54/- will get added on to his present basic wage. After adding this difference to the basic wage, if the worker is entitled to any higher basic wage in the light of what has been recommended, he would get it. In other words, he will get one increment for every five years of completed uninterrupted service subject to a maximum of three increments in all provided on 1-4-1969 his length of uninterrupted completed service is five years or more.

8.38. In calculating the existing total emoluments of a worker (including basic wage and dearness allowance), the interim relief wherever paid or payable will be included.

VI. CATEGORISATION

8.39. The Board have examined the question of categorisation of workers according to the nature of their jobs and the degree of the skill so that the undertakings could fit them in the appropriate new scales as recommended. It was found that the existing scales of pay as well as designations of workers vary widely from undertaking to undertaking and it is really difficult for the Board to make specific recommendations in regard to categorisation because of the complexities involved. The Sub-Committee on Standardisation of Nomenclatures with job Descriptions also examined this aspect and felt that "each undertaking will process the fitment of each of its employees in his proper category and the allocation of a standard nomenclature. This will be done by scrutinizing the possible standard nomenclatures and the corresponding job descriptions and following the procedures adopted by the Sub-Committee as explained in this Report in Section 5 (Procedures adopted for the study) and Appendix D and as illustrated in the study in depth for Gujarat Electricity Board". The Board, therefore, recommends that this matter of categorisation should be left to the respective undertakings which should decide this question on the basis of proper examination and processing through a Committee consisting of the representatives of the management and of the recognised unions.

VII. MUSTER-ROLL AND WORK-CHARGED WORKERS

8.40. The Wage Board have considered the question of nominal muster-roll and work-charged workers employed in electricity undertakings, especially the State Electricity Boards. This category of workers has been in existence in the Public Works Departments of the State Governments since a long time. With the expansion of activities under various development programmes, the State Electricity Boards employed muster-roll workers in projects. On completion of the projects many of these workers have had to leave the organisation and seek employment elsewhere as it was not possible for the Electricity Boards to absorb all of them. It has been mentioned to this Board that even in other branches of the State Electricity Boards, the practice of employing muster-roll workers is still prevalent.

8.41. Since the State Electricity Boards will have to continue to proceed with the implementation of sizeable development programmes for the over-all development of their respective States, they will have to undertake construction works. It is, therefore, inevitable that in projects and other construction works, the system of employing muster-roll, work-charged and other casual workers will continue and the system cannot be dispensed with altogether. This Board, however, feels that in other branches of the State Electricity Boards where the work is regular and permanent in nature as for example the maintenance and the operational branches, such posts should be filled up by regular workers and not by muster-roll/work-charged workers. This Board is of the view that it is desirable to discontinue as soon as possible, and according to a phased programme, the practice of employing muster-roll workers in regular and permanent posts. The Wage Board recommends that such posts should be filled up by regular workers chosen from amongst the existing muster-roll and work-charged workers as far as practicable depending on their suitability.

8.42. It is the Board's recommendation that an unskilled muster-roll/work-charged worker should be paid a minimum of Rs. 3.50 as a consolidated daily wage. Where a higher wage is paid, it should continue to be paid. If under the existing statutes any other benefit is admissible, such benefit should also be given to this category of workers.

NOTE.—The terms present basic wage or existing basic wage means the basic wage of a worker as on 31st March, 1969.

VIII. MISCELLANEOUS RECOMMENDATIONS

8.43. The recommendations of the Wage Board will be operative for a period of five years commencing from 1st April, 1969.

8.44. The difference between the existing wages and dearness allowance including interim relief and those recommended above shall be made up as far as practicable in three equated annual instalments with effect from 1st April, 1969. The House Rent Allowance, however, shall take effect from 1st April, 1969 and shall not be subject to phasing.

8.45. The Wage Board do not envisage a revision in the quantum of the components listed in Part B of this Chapter for four years out of the five year period over which they take effect in the various establishments or units which will be affected by them except in so far as these components are affected in pursuance of the recommendations of the Wage Board and it will not be open to the workmen to raise any dispute or demand any revision in this behalf during the aforesaid period of four years.

CHAPTER IX

STANDARDISATION OF NOMENCLATURES WITH JOB DESCRIPTIONS

9.1. The Fair Wages Committee in their Report have recommended that Wage Boards should try to evolve standard occupational nomenclature so that the work of classification and assessment may be undertaken on a uniform basis throughout the country. The Wage Board also realised the need for standardisation of nomenclatures with job descriptions which would be a necessary preliminary step for devising a wage structure on scientific lines. In regard to the differentials, the Wage Board had in its questionnaire formulated four questions. In the first question, the views of the employers and employees were sought in regard to the weightages to be given to the various factors which determine the work of jobs for each category of employees. In the next two questions, apart from comments on whether the prevailing wage differentials provide sufficient incentives, suggestions were invited to indicate how differentials might be framed and answers were sought on specific points such as whether the existing differentials should be narrowed down, without at the same time taking away the incentives for the workers to advance their skills. In the last question, information was called for as to whether the Wage Board should fix differentials or whether only the minimum should be fixed leaving the differentials to be settled by the parties by negotiation.

9.2. A variety of replies was received to the questionnaire from employers' and employees' organisations. The employers were devided in their opinion whether the Wage Board should fix the wage differentials for the various categories or should fix only the minimum wage and leave the differentials to be settled by the parties by negotiation.

9.3. Most of the State Electricity Boards considered it desirable that the Wage Board should fix the Wage differentials. The Maharashtra State Electricity Board considered it advisable for the Wage Board to undertake job evaluation studies on scientific lines instead of leaving the matter to be settled by the Electricity Boards and their employees by negotiation, since they were unlikely to reach an agreement on the different aspects of this complex problem. The Tamil Nadu State Electricity Board, however, felt that the Wage Board should fix the minimum wages only and leave the pay fixation for other categories of workers to the parties since it would be difficult to generalise about wage differentials on an all-India basis in the face of wide local variation in staff set-up, the qualifications and duties, etc. laid down for the various posts. The Andhra Pradesh State Electricity Board also felt that the Electricity Boards were competent to fix the wage differentials. The Rajasthan State Electricity Board were of the view that in the interest of efficiency it was not desirable to lay down rigid principles in this regard.

9.4. The private sector undertakings were unanimous in their views that the Wage Board should not disturb the existing wage differentials. The Federation of Electricity Undertakings of India were of the strong view that the Wage Board should fix only the minimum wage since the wage differentials were dependent upon the type of operation carried out by the undertakings. The Andrew Yule & Co. Ltd. also supported the views expresed by the Federation, The Martin Burn Ltd. were of the opinion that the existing wage differentials should not be disturbed till such time as a thorough scientific investigation was made into the jobs and the work loads. They added that in case any attempt was made in this direction it would not only be an unscientific approach to the problem but also be positively unfair to both the employers and employees. The Associated Chambers of Commerce and Industry were also of the opinion that the existing occupational differentials in wages should not be disturbed.

9.5. Almost all the labour unions from whom replies were received were of the opinion that the Wage Board should fix the wage differentials for various categories of workers. The Indian National Electricity Workers' Federation were of the view that in case the question of fixing wage differentials was left to the employers and workers, it might result in anomalous situations. The Bihar State Electricity Supply Workers' Union were not very hopeful about the question being settled by mutual negotiations. The Uttar Pradesh Electric Workers' Federation expressed the view that this question had so far been side-tracked by various Committees, Tribunals, etc. and should be taken up by the Wage Board.

9.6. In regard to what weightages should be given to various factors in fixing the wage differentials for different categories of workers, only the Bihar State Electricity Board indicated the weightages that should be assigned to various factors. The Mysore State Electricity Board and the Delhi Electric Supply Undertaking indicate only the order of various factors according to the importance of each factor. The Maharashtra State Electricity Board and the Gujarat Electricity Board pointed out that it was not proper to assign weightages on the basis of one's views without ascertaining the facts in the light of experience and scientific study. The Tamil Nadu and the Punjab State Electricity Boards expressed the opinion that it was difficult to assign weightages. The Punjab State Electricity Board further stated that the importance of each factor would depend upon local conditions, and that the supply position of labour of various categories would play an important part.

9.7. Almost all the State Electricity Boards were of the opinion that the existing wage differentials provided sufficient incentive to the employees and reflected the difference in skill and work load. The Maharashtra State Electricity Board, however, refrained from giving their views in the absence of a scientific examination of the problem. The Federation of Electricity Undertakings of India also considered the existing wage differentials to be adequate. The Martin Burn Ltd. considered that the present-day differentials had a historical growth and had come to stay and that they did reflect the difference of skill and work-load.

9.8. The labour unions, however, were almost unanimous in their opinion that the present day wage differentials were not based on any scientific study and did not reflect the differences in the skill and work-load. The Uttar Pradesh Bijli Karmacheri Sangh were of the opinion that the wage differentials fixed by the U.P. Labour Enquiry Committee should be maintained.

9.9. All the State Electricity Boards and Licensees' electricity undertakings considered that further narrowing down of the difference between the higher and lower levels of wages was not necessary. The Maharashtra State Electricity Board were of the opinion that in view of the coverage of the Wage Board being limited to employees drawing a salary or wage upto Rs. 750/- only the difference in wages was not so glaring as to necessitate any appreciable narrowing down. The workers' union, however, felt that the difference should be narrowed down.

9.10. From the above replies the conclusion that emerged is that it would be necessary for the Wage Board to take upon itself the task of determining standard nomenclatures with job descriptions including categorisation of the employees based on sound principles; as otherwise, it would not be possible for the Board to proceed with its labour in regard to the wage scheme and its differentials on a rational and acceptable basis. The conclusion was further reinforced by the various representations received by the Wage Board during its hearings when it was repeatedly mentioned to the Board that there was no uniformity either in nomenclature or in the job content attached to identical designations. A scientific investigation was, therefore, unavoidable.

9.11. *Sub-Committee on Standardisation and its Report.*—Consequently at a meeting of the Wage Board held in Bombay on 3rd February, 1968, it was decided to constitute the Sub-Committee referred to in paragraph 1.9 of Chapter I. The terms of the Sub-Committee were to evolve standardised nomenclatures with job descriptions of employees who are covered by the term 'workman' as defined under Section 2(s) of the Industrial Disputes Act, 1947 drawing a salary or wage upto Rs. 750/- p.m.

9.12. The Sub-Committee submitted its report in February, 1969 (Appendix XVIII). According to the Sub-Committee all employees in electricity supply undertakings can be divided into the following two broad classifications with sub-groups indicated against each :

(a) Technical and Works	(i) Technical (Non-Supervisory) Group, and (ii) Supervisory Group.
(b) Administrative and Clerical	(i) Clerical (Non-Supervisory) Group, and (ii) Supervisory Group.

The above two classifications would be further sub-divided into 11 categories for Technical and Works Classification and 8 categories for Administrative and Clerical Classification. The break-up of categories has been suggested as follows by the Sub-Committee :—

A. Technical and Works Classifications

(a) Technical (Non-Supervisory) Group

1. Unskilled
2. Semi-skilled B
3. Semi-skilled A
4. Skilled C
5. Skilled B
6. Skilled A
7. Highly Skilled B
8. Highly Skilled A

(b) Supervisory Group

9. Supervisory C
10. Supervisory B
11. Supervisory A

B. Administrative and Clerical Clssifications

(a) Clerical (Non-Supervisory) Group

1. Unskilled
2. Semi-skilled
3. Skilled B
4. Skilled A
5. Highly skilled

(b) Supervisory Group

6. Supervisory C
7. Supervisory B
8. Supervisory A

The Sub-Committee's standardised nomenclatures applicable to the above categories are detailed in Appendices E and F of its Report. It will be noted that the total number of standard nomenclatures recommended is only 97 as against 200 to 300 prevailing in some of the State Electricity Boards.

9.13. The Report of the Sub-Committee was considered by the Wage Board and was formally adopted subject to the clear understanding that the categories of employees as mentioned under each classification in the studies made by the Sub-Committee of the three Boards and two private undertakings were only illustrative in nature and open to suitable modifications wherever considered necessary. It was further decided that there should be 21 time scales of pay instead of the nineteen recommended by the Sub-Committee, the 2 additional being for two new categories under the Administrative and Clerical classification, namely Semi-skilled B and A instead of "Semi-skilled" and Highly Skilled B and A instead of "Highly Skilled". Based on the Report of the Sub-Committee the Wage Board recommend as follows :—

(1) Each undertaking shall divide all its employees into two classifications, each with two groups, as stated in the preceding para and then evaluate the job of each employee for its relative skill or worth. This will be done following the procedures adopted by the Sub-Committee as explained in its report in Section 5 (Procedures adopted for study), Appendix D, and as illustrated in the study in depth for Gujarat Electricity Board (Appendix I in Sub-Committee's Report).

(2) Based on the results of the above evaluation, each employee shall be fitted in his proper category from the list given in para 7.1 of the Sub-Committee's Report, as modified by the decision of the Board to recommend twenty-one scales. This will be done separately for each of the two groups in the two classifications. In the placement of employees in appropriate categories, it is to be cautioned that the points scored by different categories of employees will vary with each undertaking depending upon the regional differences, the requirements of education and experience and several other factors. Therefore the range of points within which a category or its wage scale will be encompassed will differ from one undertaking to another. To amplify, para 5.9 of the Sub-Committee's report is reproduced below because of its relevance and importance :—

> "The range of points within which a particular category would fall will differ from one undertaking to another to some extent, depending on the organisational structure of each undertaking. For this reason the point ratings of various categories in different undertakings cannot be directly compared. Also since the plans for evaluation in the case of the two classifications of employees are basically different and since

even in the same classification, the approach to evaluation differs between the supervisory and non-supervisory groups, the point ratings under the four groups of the two classifications cannot be directly compared. Therefore, while the points scored will be a general guide in the determination of wages, it is to be cautioned that an attempt should not be made numerically to link by means of a formula, the points with the wages."

(3) Each undertaking shall then allocate the most suitable standard nomenclatures after scrutinising the possible standard nomenclatures and job descriptions given in Apppendices E to H of the Sub-Committee's report. Each undertaking shall also give in brackets after the standard nomenclature allocated to an employee, the functional description of his duties. The procedure for this purpose is illustrated in Appendix I and note in Appendices E and F of the Sub-Committee's report. No significance will, however, be attached to such descriptions except that they will be useful in understanding the functions of an employee in his daily work and that they will reflect local practices.

(4) The Sub-Committee in its study and report have excluded the jobs of Guest House, Teaching and Medical Staff. Accordingly, the staff under these categories shall not be covered by present recommendations and their cases shall be considered by each individual undertaking depending upon local conditions.

(5) The undertakings shall avoid down-grading in case of any of their existing employees, although it is inevitable that the existing grading of some jobs will be disturbed while allocating standard nomenclatures to their employees, instead the approach shall be to reallocate the work content of the particular job on mutually agreed basis. This deviation from standardisation shall be avoided in case of new entrants.

(6) It is possible that while implementing the above recommendations there may be employees who are evaluated as falling between two categories. Further, to suit the needs of individual undertakings and to promote efficiency, it will be sometimes desirable to permit marginal upward adjustments in the duties as compared to standard job descriptions. Examples are office staff using specialised office machines, steno-typists doing confidential work, clerks handling cash, accountants with limited power of attorney. These departures from standardisation may be permitted.

(7) The undertakings shall endeavour where feasible to combine and allcoate jobs pertaining to more than one nomenclature to an employee on a mutually agreed basis. Such a combination will result in the duties of an employee being of an omnibus type. In such cases, the employees will be given the standard nomenclature, corresponding to his main duties, while for convenience the standard nomenclatures covering his other duties can be indicated in brackets. In this connection, a reference can be made for further details to paragraph 6.3 of the Sub-Committee's report.

(8) Employees shall also be allocated stand-by and staggered duties, as described in para 6.3 of the Sub-Committee's report.

(9) Undertakings shall so allocate their staff as to ensure that employees working in units of larger sizes are fitted into higher categories, commensurate with the responsibilities involved. For this purpose, units whether they are generating stations or receiving stations or transmission/distribution systems shall be classified as large, medium and small according to local conventions subject to the norms laid down in paragraph 6.9 of Chapter VI. For example, if an operator is put in the category 'Skilled C' when working in a generation station, say 30 MW capacity, an operator doing more or less similar work but in a generating station of medium size of say 100 MW capacity may be placed in the category 'Skilled B', to take care of the increased responsibility. The mechanics for arriving at the details of such placements will be decided by individual Electricity Board and their unions.

(10) For promotion from one category to another, the emphasis shall be on higher skill and not only on seniority and, at the same time, maintaining some ratio for promotion from a lower to a higher category to open up promotional avenues. It is suggested that undertakings shall evolve standard trade tests upto highly skilled category. For supervisory categories, more weightage shall be given to supervision, improvement and goals achieved.

(11) Manuals for the smooth implementation of recommendations 5 to 10 inclusive shall be prepared by each undertaking to suit its individual needs and character. These manuals will also define the nature of compensation payable to employees (i) for marginal increases in duties from the standard job descriptions where an existing employee is considered as rated between 2 categories, and (ii) for omnibus, stand-by and staggered type of duties. The Wage Board do not consider that the preparation of such manuals falls within their purview, since a measure of flexibility is essential to take into account numerous variations involved between regions as well as even units in the same region in regard to size and other relevant factors. Further, this approach will also give scope for payment by results and open up avenues for healthy rivalry between undertakings.

(12) In implementing the above recommendations, undertakings will arrive at final settlement in consultation with their unions and by applying the principles of collective bargaining.

(13) It is also recommended that the Ministry of Labour and Employment may set up a suitable panel or machinery to provide the services of independent experts for assisting the undertakings in the implementation of the above recommendations, especially when external assistance is sought to resolve any differences that may be outstanding.

CHAPTER X

GRATUITY SCHEME

10.1. The social security schemes have their own pride of place in the sphere of industrial relations. How a worker spends his old age after retiring from his job is an important question to be considered, when formulating a wage structure. Since rates of wages available to workmen do not always approximate to the level of proper living wages, the money they receive by selling their labour does not leave them with any saving to be utilised when they grow old and infirm. The question of evolving a gratuity scheme thus assumes the form of a social necessity and becomes an integral part of the determination of wages of workers. On August 20th, 1966, the Wage Board received from the Government of India the necessary authority to consider the question when the issue was added by them to its terms of reference *vide* their Resolution No. WB 15(5)/66, dated the 20th August, 1966.

10.2. With a view to surveying the existing social security arrangements that cater to the needs of the workmen during their old age in different States or units, the Wage Board called for, in their questionnaire, information regarding the various retirement benefits including the gratuity schemes. Views and suggestions were also invited for the reform of the schemes already in vogue from those who had experience of running them. In places where no gratuity scheme was in force, views were solicited about the feasibility of introducing one with possible outlines of such a scheme.

10.3. The information received has disclosed the existence of a wide variety of schemes in the industry. The first category consists of the pension-*cum*-gratuity schemes evolved by some State Governments for their employees and adopted, subsequently, by their respective Electricity Boards for application to their own personnel. The second category consist of pension-*cum*-gratuity schemes evolved by the Electricity Boards on their own initiative. The third category is that of provident fund-*cum*-gratuity schemes. This category embraces schemes that take the form of a supplement to the Provident Fund Scheme. Gratuity here assumes the nature of a special contribution to the fund, its quantum depending upon the length of service of the employees. In the fourth category are included the gratuity schemes which have come into vogue without any reference to the Provident Fund or pension schemes. Some undertakings administer one or the other of these schemes to the whole or section of their employees; there are yet other where all these are simultaneously in force.

10.4. For obtaining an idea of the many schemes in force in different units, it is necessary to take stock of the situation as it obtains in different organisations.

10.5. Different patterns of pension-*cum*-gratuity schemes are in vogue in the Electricity Boards of Assam, Kerala, Rajasthan and Uttar Pradesh. In Assam and in Kerala the benefit accruing to the employees of the Boards from the schemes are akin to those to which the employees of their respective State Governments are entitled. In Rajasthan and Uttar Pradesh their operation is limited only to the employees drawn into the service of the Board from Government employment.

10.6. The Tamil Nadu Electricity Board has evolved its own pension and death-*cum*-retirement gratuity scheme. The scheme is a comprehensive and integrated one. Its details are to be found in the Liberalised Pension Regulations of the Board. Under one of the provisions of the scheme, employees holding pensionable posts receive pension-*cum*-retirement gratuity. Employees failing to serve completely for ten years do not get the advantage of the pension provision of the scheme and they can claim only a gratuity calculated at a prescribed rate for each half-year of completed service. The quantum of pension is 1/160th of a month's emoluments for each completed half-year of service with a ceiling of 3/8th of the average monthly emoluments. The Tamil Nadu Board has to its credit another scheme of death-*cum*-retirement gratuity. The benefit under this scheme is available to employees who have served the Board for at least five years. The amount of gratuity is calculated at the rate of ¼th of a month's emoluments for each completed half-year of service subject to a maximum of 15 times the emoluments. Benefits accruing under this part of the Tamil Nadu Scheme have been secured to the employees irrespective of their beneficiary rights to gratuity or pension. The scheme, referred to above, also provides for payment of pension to the family of an employee in the event of his death after 20 years of completed service at rates admissible to him if he had been alive. Such comprehensive and integrated schemes are also in force in the Boards of Mysore and Punjab.

10.7. The Gratuity Schemes belonging to the category of Provident Fund-*cum*-Gratuity Schemes are in force in the Electricity Boards of Maharashtra, Tamil Nadu, Delhi, Bihar and in case of KESA Unit of the Uttar Pradesh Board. In Maharashra the rate of gratuity under the Scheme is calculated at half month's average emoluments (including basic pay, dearness allowance, special pay, personal pay) for each completed year of service subject to a ceiling of 15 months' emoluments or Rs. 25,000/- whichever is lower. The minimum qualifying service for its payment except in cases of death, disability and retirement is 15 years for a few pay groups and 25 years for others. In the event of death or permanent disability, a workman would get gratuity at the rate of one month's emoluments for each completed year of service subject to a maximum of five months' emoluments over and above the gratuity he is entitled to. The Tamil Nadu Electricity Board provides to such of its employees as are not holding pensionable posts and have completed one year of service, the benefit of gratuity under its Contributory Provident Fund Scheme. Apprentices, casual and daily-rated employees are not entitled to benefits under this scheme. The provisions regarding eligibility for the special contribution by the Board are as follows :—

1. *Gazetted Officers*

(a) Completion of 30 years of service;

(b) Attainment of age of superannuation;

(c) Retirement due to permanent incapacity; and

(d) Discharge on abolition of appointment.

2. *Non-Gazetted*

(a) Completion of 30 years of service;

(b) Attainment of the age of superannuation after completing 15 years of service;

(c) On retirement or resignation after 15 years of service on good and sufficient grounds.

(d) Discharge after 15 years of service; and

(e) Retirement due to permanent incapacity provided the employee joined service before reaching the age of 40 years.

Special contribution is not payable to an employee on dismissal for misconduct save with the sanction of the Electricity Board.

The rate of special contribution is as follows:—

1. Gazetted Officers

(a) *If the service does not exceed* 18 *years*
half month's pay for each completed year subject to a maximum of six months' pay.

(b) *If service exceeds* 18 *years*
Six months' pay, plus half month's pay for each completed year of service but not exceeding 12 months' pay or Rs. 25,000/-.

2. Non-Gazetted Staff

(a) *If service falls short of* 15 *years*
half month's pay for each completed year of service not exceeding six months' pay; the rate may be increased by the Board to one month's pay for each year of service subject to a maximum of six months' pay.

(b) *On completion of* 15 *years service*
half month's pay for each completed year of service but not exceeding 15 months' pay.

10.8. The Scheme of the Delhi Electric Supply Undertaking corresponds to the one in vogue in the Tamil Nadu State Electricity Board. The quantum of special contribution under the Delhi Scheme is calculated at ¼ month's pay for each six monthly period of service whereas it is reckoned at half month's pay for each completed year of service in Tamil Nadu. Another feature which distinguishes the Delhi Scheme from the Tamil Nadu Scheme, is that in Delhi an employee who dies while in service receives a specified minimum gratuity whereas no such minimum is laid down in the Tamil Nadu Scheme. The Bihar State Electricity Board has introduced a gratuity scheme in pursuance of an award of the Industrial Tribunal. The gratuity under the Bihar Scheme is arrived at by reckoning gratuity at the rate of one month's basic wage for each completed year of service. The employees in KESA are reported to be receiving the benefit of gratuity and provident fund from the Uttar Pradesh Electricity Board.

10.9. Gratuity Schemes not linked with pension or provident fund obtain in the Electricity Boards of Andhra Pradesh, Kerala and Tamil Nadu. In Andhra Pradesh there is a gratuity scheme, the benfits of which are, however, available only to the work-charged staff. In Kerala the workmen enrolled on the nominal muster roll are paid gratuity at the rate of 15 days wages for each completed year of service. The Tamil Nadu State Electricity Board has yet another scheme called Madras Retiring and Invalid gratuity scheme initiated under non-Pensionable Establishment Rules of Madras, 1941. The scheme applies to persons belonging to non-pensionable cadre and includes those who are paid from the contigency or belong to the work-charged establishment. Workers covered by pension scheme or special contribution to provident fund scheme are excluded from its purview. Under this scheme the workers belonging to the "last grade service" who have served for more than five years are entitled to receive a month's pay for each completed year of service subject to a maximum of 15 months' pay. In case, however, of the employees belonging to the "superior service" the gratuity is computed at the same rate with a higher ceiling of 25 months' pay.

10.10. The Electricity Board of West Bengal is engaged in evolving its own gratuity scheme but it has not been finalised as yet.

10.11. In the private sector, 29 units out of 43 who have responded to the questionnaire of the Wage Board are reported to have introduced gratuity scheme. The main features of their schemes are shown in Appendix XVII. Their study reveals that the length of service is the sole criterion in determining the quantum of gratuity payable to the employees. The minimum qualifying service for claimants in the event of voluntary retirement or resignation ranges from 5 to 15 years. In the event of death or permanent incapacity no such qualification is insisted upon. Except for the few instances in Maharashtra almost all the licensees pay gratuity to their retiring employees at the rate of 15 days wages for each completed year of service. In the Maharashtra units referred to above the rate of gratuity ranges from 1/3rd of a month's salaray to a complete month's salary for each year of completed service. Employees losing their life or getting incapacitated while in harness are entitled to maximum rate of a month's salary. In general, the licensees have placed a ceiling of 15 months' salary in their gratuity schemes.

10.12. We have received suggestions from different quarters about the nature and content of a gratuity scheme to be formulated. The views we have received have to be judged against the background outlined above. The State Electricity Boards want, generally speaking, *status quo ante* to continue in this behalf. The Federation of Electricity Undertakings of India speaking for the Licensees insist that a gratuity scheme be introduced where it does not exist only if the undertaking is financially sound. To adjudge financial capacity of a unit, it would be necessary in its view, to take into account its returns for a period ranging from three to five years and see if they were able to secure reasonable return under the Electricity (Supply) Act, 1948. Further they desire that the liability thrown on the licensee by the introduction of a gratuity scheme as a new measure should be limited to the remaining period of the license of the licensee. For undertakings which were likely to be taken over by the Boards in the next three to five years, they plead for exemption.

10.13. The All India Trade Union Congress have demanded introduction of a gratuity scheme. According to them the rate of gratuity should be one month's total pay for every year of service in cases of death or permanent incapacity or superannuation. In cases of termination or resignation the rate of gratuity could be lowered to the level of 15 days' wages for each year of service. The gratuity could not be forfeited for dismissal or misconduct unless it is proved that it landed the employer into a loss. The amount of loss in such cases may be adjusted against the gratuity that is payable.

10.14. The Indian National Electricity Workers' Federation has cited a number of Supreme Court judgments on the question of payment of gratuity to the workers. On the above basis the Federation has asked for the introduction of uniform gratuity scheme all over the country covering both private and public sectors of the Industry. As suggested by them the gratuity should be calculated at the rate of one month's wages for each completed year of service. They are opposed to any ceiling in this regard because the gratuity according to them is a reward for good, efficient and faithful service for the full period of service. They, however, concede that there should be a qualifying period for the purpose, which should be five years. They have also urged that there should be no forfeiture of gratuity on dismissal for misconduct. In support of this aspect of their submission they have quoted Supreme Court's judgement in the case of Garment Cleaning Works Vs. their workmen.

10.15. Shri S. R. Vasavada of the I.N.T.U.C. appearing before the Wage Board has expressed the view that the gratuity should be paid on total emoluments i.e. basic pay and dearness allowance, the rate being 15 days' total wages for every year of continuous service without any ceiling.

10.16. Gratuity is one of the important retirement benefits. Other retirement benefits available to the workers of the electricity industry are provident fund and pension. The electricity undertakings are covered by the Employees' Provident Fund Act, 1952 since 1st July, 1956 when the Act was extended to this industry. The statutory rate of contribution by both employers and employees has been raised to 8 per cent from 6¼% originally fixed in establishments employing 50 or more persons with effect from 1st November, 1963.

10.17. It is a well recognised principle that the Provident Fund and the Gratuity Schemes could co-exist. The Supreme Court of India has approved of the introduction of a Gratuity scheme in establishments where Provident Fund Scheme was in vogue. In the case of Wangers & Co. Vs. their workmen reported in 1963-II LLJ 403 the Supreme Court held as follows :—

> "The object intended to be achieved by a Provident Fund Scheme is not the same as the object of a gratuity scheme and except in cases in which financial position of the employer is shown to be such as to be unable to bear the burden of both the schemes, there is no reason why the employees should not get the benefit of both the provident fund scheme as well as a gratuity scheme. This position is now well settled and it can no longer be contended that where the Provident Fund Scheme has already been introduced, it would not be right to burden the employer with the additional liability of the gratuity scheme".

10.18. The Supreme Court in the case of Gramophone Company Ltd. Vs. its workmen (reported in 1964 II-LLJ 131), dealing with the question of the burden imposed on the employers by introduction of a gratuity scheme observed:

> "There are two ways of computing the burden thrown on the employers by the introduction of a gratuity scheme, one way is to capitalize the whole burden, and if that is done, the burden certainly appears very high. But the other way is to look at the burden from a practical point of view keeping in mind only three to four per cent of the workmen retire every year and provision has to be made each year for only those workmen".

10.19. *Recommended Gratuity Scheme.*—The Wage Board have examined all these aspects while considering introduction a Gratuity Scheme in the Electricity Undertakings. As will be seen from the foregoing paragraphs, it appears from the information collected from various undertakings that the system of retirement benefits varies widely from place to place. In almost all the undertakings, the Contributory Provident Fund Scheme has been fully introduced. The representatives of the employers maintained that since the Contributory Provident Fund Scheme covered pensionary benefits including the retirement gratuity, the rate of employees' contribution should be fixed at a lower level if a separate gratuity scheme were to be introduced. The representatives of the employees, however, expressed the view that the Contributory Provident Fund Scheme being mandatory, it would not be permissible to reduce the rate of employers' share of contribution. Further, the National Labour Commission have proposed in their recently published Report increases in the rates of contribution. In view of the various considerations involved, the Board recommends the introduction of a Gratuity Scheme as in the Annexure to this Chapter.

10.20. From the information available with the Wage Board, it appears that out of 16 Electrity Boards, 11 Boards have Schemes of some sort of gratuity applicable either to some employees or all of them. These 11 Electricity Boards are as follows :—

1. Andhra Pradesh
2. Assam
3. Bihar
4. Kerala
5. Tamil Nadu
6. Maharashtra
7. Mysore
8. Punjab
9. Rajasthan
10. Uttar Pradesh
11. Delhi.

We, however, find that 2 Electricity Boards, namely, Gujarat and West Bengal have no gratuity scheme while no information is available in respect of Haryana, Madhya Pradesh and Orissa.

10.21. In the case of workers of the Gujarat Electricity Board Vs. the Gujarat Electricity Board in December, 1968, the Supreme Court has enunciated certain principles. Keeping in view those principles we consider that it will meet the ends of justice if such undertakings, whether in the public or private sector, who have no scheme of gratuity whatsoever, are given time to adjust the added burden of the gratuity scheme without adverse financial repercussions. We, therefore, recommend that in such units, the gratuity scheme as in the Annexure to this Chapter should be applied with effect from 1-4-1972, i.e. to persons retiring after 31-3-1972. We further recommend that these undertakings may consider paying the quantum of gratuity in accordance with this scheme on an *ex-gratia* basis to all employees covered by the scheme with effect from 1-4-1971 *i.e.* those who retire after 31st March, 1971.

10.22. All such undertakings who have the gratuity scheme for one or more contingencies for some of its employees or all its employees shall, however, apply the gratuity scheme recommended by us with effect from 28th May, 1966 as already recommended by us in our interim relief recommendations and as accepted by the Government of India.

10.23. From the available data it would appear that there are some medium and small-sized licensee undertakings who do not currently have a scheme of gratuity. The proposed Scheme shall apply to such undertakings subject to the condition that their respective liability will be limited to such number of months' basic wages as there are years left before the undertaking is acquired by the purchasing authority, subject also, however, to the condition that if the years left over are three years or more, the scheme as formulated will apply.

10.24. It is currently the practice of the State Electricity Boards when licensee undertakings are acquired, to take over such of the ex-licensee employees as are suitable, on the pay roll of the Boards on suitable terms. Consequently, such taken-over staff are eligible for gratuity only from the day they are taken over. Such staff, however, in the meantime, obtain such retirement benefits including retrenchement benefit if applicable from the ex-licensees themselves.

10.25. Section 25FF of the Industrial Disputes Act, 1947 stipulates that under certain conditions retrenchment compensation is payable by the Boards to the staff taken over by the Electricity Boards. These conditions are three-fold in character viz :—

(a) the service of the workman has not been interrupted by such transfer;

(b) the terms and conditions of service applicable to the workman after such transfer are not in any way less favourable to the workman than those applicable to him immediately before the transfer; and

(c) the new employer is, under the terms of such transfer or otherwise, legally liable to pay to the workman, in the event of his retrenchment, compensation on the basis that his service has been continuous and has not been interrupted by the transfer.

Such staff whose service terms with the State Electricity Board satisfied the above mentioned three conditions will be entitled to gratuity in terms of the formula laid down by the Board.

10.26. In regard to the existing gratuity schemes we recommend that—

(a) Where the quantum laid down in the existing scheme is more than that recommended by the Board, the existing employees will continue to get the higher quantum; and

(b) where no ceiling is prescribed in the existing gratuity scheme, the ceiling of 15 months' basic wage or Rs. 10,000/- proposed in our scheme shall not apply; or if a higher ceiling is already in force, such higher ceiling shall be applicable in the case of existing employees only.

ANNEXURE TO CHAPTER X

COVERAGE

The Gratuity Scheme will apply to all the employees who are in regular or permanent employment but will not apply to work-charged, and muster-roll workers. The benefits of the Gratuity Scheme will also apply from the date of their continuous employment, to the temporary, substitute, and probationary employees, on regular or permanent posts but only when they are confirmed in their respective posts.

ENTITLEMENT

(1) The minimum qualifying period of service would be five years.

(2) Employees (or their nominees or legal heirs) would be entitled to gratuity in the event of—

(i) death;

(ii) termination; disablement or medical unfitness;

(iii) retirement;

(iv) Voluntary retirement with the consent of employer prior to age of superannuation;

(v) retrenchment for any reason whatsoever;

(vi) resignation after completing 10 years of service;

(vii) discharge or dismissal for mis-conduct provided the misconduct is not of a gross nature;

(3) The minimum qualifying period of service laid down above shall not apply in the case of 2(i) and 2(ii).

QUANTUM

The quantum of gratuity will be equal to 15 days' basic wage for each completed year of qualifying service for those employees who retire before rendering 15 years of service, and for employees who retire after 15 years of qualifying service, the quantum of gratuity will be equal to one month's basic wage for each completed year of service subject to a maximum of 15 months' basic wage or Rs. 10,000/- whichever is lower.

CHAPTER XI

SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS

11.1. The recommendations of the Wage Board cover workmen employed in licensee undertakings coming within the purview of the Indian Electricity Act, 1910 and of the State Electricity Boards. They would, however, not cover employees of the Damodar Valley Corporation, Bombay Electric Supply and Transport Undertaking and electricity undertakings which are run as Government departments and where service conditions of the employees are regulated by the departmental orders applicable to Government servants in general.

(Paras 2.1 to 2.3)

11.2. The recommendations apply to all workmen who are covered by the definition of 'workman' as given in Section 2(s) of the Industrial Disputes Act, 1947 and who are drawing a salary i.e. wages upto Rs. 750/- p.m.

(Para 2.4)

11.3. The staff engaged on muster-roll, on work-charged basis and on daily rates of pay fall within the purview of the Board.

(Para 2.5)

11.4. The teaching, medical and guest house staff are excluded from the purview of the Board because of the peculiar and varying nature of their employment.

(Para 2.6)

11.5. It is essential that the rural electrification which is an important feature of the over-all development programme, is made economically viable as early as possible.

(Para 3.8)

11.6. Since power resources are not evenly distributed, future power development will have to be planned on a national basis. In this context, the establishment of super-power stations and the formation of regional and national grids is an urgent necessity for optimum utilisation of the available resources.

(Para 3.15)

11.7. The special features of the development and growth of the electricity industry have been kept in view while dealing with the task entrusted to the Wage Board.

(Para 3.31)

11.8. The Wage Board after giving due thought to all aspects of the matter has based its recommendations for the country as a whole on practical considerations keeeping in view the minimum needs of the workers in the electricity industry as well as the capacity of this vital industry to meet such needs.

(Para 5.13)

11.9. It is likely that the present financial position of the industry as revealed by the financial statements of the undertakings for the last few years, particularly of the State Electricity Boards, may improve gradually in future. As their devement and expansion programmes, oriented to a social purpose, progress, the component of productive content of their structure is likely to enlarge eventually and the time may come when the Boards would be able to concentrate on intensification of supply. Both these aspects have a bearing on the profitability and usefulness of the activities of the State Electricity Boards.

(Para 6.30)

11.10. The financial position of the State Electricity Boards can also improve if steps are taken to increase revenue and to decrease expenditure by such means as higher working efficiency, reduction in transmission losses and rationalisation of manpower.

(Para 6.31)

11.11. It is not possible for the Wage Board to assess the impact of their recommendations on the profitability of the electricity undertakings. The wages of workers in this industry are being examined for the first time on a national level while in the case of quite a few industries, second wage boards have already completed their labours.

(Para 6.36)

11.12. The State Electricity Boards have no equity capital and depend solely on loan capital. According to the recommendations of the Venkataraman Committee, they are required to earn a higher net return on their capital base than the licensee undertakings. It is recommended that these aspects of the finances of the State Electricity Board are taken up by the Government for a review with a view to suitable revision.

(Para 6.37)

11.13. The measurement of labour productivity in the industry presents formidable problems. However, in some limited areas group incentive schemes can be considered. The formulation of such schemes has to be left to the individual organisations and their unions.

(Paras 7.4 to 7.6)

11.14. For achieving completion of large projects ahead of schedule and to attain higher reliability and station efficiency, provision of in-plant training facilities to the workers assumes great importance.

(Para 7.8)

11.15. So also the introduction of welfare schemes has a positive impact on the efficiency of the workers.

(Para 7.9)

11.16. In view of the needs of the electricity industry in the developing economy of the country and the limitation of its resources, the Wage Board have not found it feasible to recommend a need-based minimum wage; nor have the Wage Board attempted to make their own estimate of such a wage.

(Para 8.15)

11.17. Owing to the peculiar nature of the industry, it is not expedient or feasible to link wages to productivity at this stage.

(Para 8.30)

11.18. The Wage Board's recommendations regarding minimum wage, wage scales, dearness allowance, house rent allowance and other fringe benefits, and fitment of workers are laid down in paras 8.32 to 8.38.

11.19. The recommendations regarding muster-roll and work-charged workers find mention in paras 8.40 to 8.42.

11.20. The Wage Board's recommendations regarding categorisation of workers are contained in paras 8.39 and 9.13.

11.21. The recommendations of the Wage Board would be operative for five years from 1st April, 1969.

(Para 8.43)

11.22. The difference between the existing basic wages and dearness allowance (including interim relief) and those recommended by the Board excluding house rent allowance shall be made up as far as practicable in three equated annual instalments from 1st April, 1969.

(Para 8.44)

11.23. It will not be open to workmen to raise any dispute or demand any revision in the wage structure during a period of four years from 1st April, 1969.

(Para 8.45)

11.24. The gratuity scheme recommended by the Board is laid down in the Annexure to Chapter X.

11.25. The gratuity scheme would be applied with effect from the 1st April, 1972 in the undertakings which at present have no gratuity scheme whatsoever. The undertaking may, however, consider paying gratuity in accordance with the scheme on an ex-gratia basis to all employees covered by the scheme from 1st April, 1971 i.e. to those who retire after 31st March, 1971.

(Para 10.21)

11.26. All such underakings as have a gratuity scheme at present will apply the scheme recommended by the Wage Board from 28th May, 1966.

(Para 10.22)

11.27. In medium and small sized licensee undertakings where there is no scheme of gratuity at present, the scheme recommended will be introduced subject to the condition that their respective liability will be limited to such number of months basic wages as there are years left before the undertaking is acquired by the purchasing authority provided such years are less than three in number.

(Para 10.23)

11.28. Where an employee of a licensee undertaking is taken over by the State Electricity Board at the time the undertaking is acquired, and the terms of the transfer of the services of the employees satisfies the three conditions laid down in the proviso to Section 25FF of the Industrial Disputes Act, 1947, the employee will be entitled to receive the gratuity from the Electricity Board in terms of the scheme laid down by the Wage Board.

(Paras 10.24 and 10.25)

11.29. In regard to existing gratuity schemes certain benefits accruing thereunder will not be reduced for existing employees to bring them in line with the scheme recommended by the Board.

(Para 10.26)

CHAPTER XII

ACKNOWLEDGEMENTS

12.1. We have great pleasure in expressing our gratitude to the Ministry of Labour, Employment and Rehabilitation (Department of Labour and Employment), Government of India, New Delhi for giving all possible assistance and co-operation.

12.2. We are also thankful to the State Governments, various State Electricity Boards and the Federation of Electricity Undertakings of India, particularly the Bombay Suburban Electric Supply Ltd., for making arrangements for holding the meetings of the Board and for furnishing us with information and data whenever asked for.

12.3. We would also like to place on record our appreciation of the cooperation extended by the various officers of the Board and the members of the staff who provided requisite data which forms the basis for the recommendations of the Board. In particular we would like to mention the part played by Shri Teja Singh Sahni and after his retirement by Shri Vidya Prakash, Member-Secretaries, and also the contributions made by Shri P. S. Herle, Assistant Director who ably dealt with Statistical and Establishment Sections, Shri H. Chakraborti, Assistant Accounts Officer who sifted and analysed financial data with great care, Shri N. D. Puri, Investigator Gr. I who exhibited great zeal and industry and had a good grasp of the subject matter under study and Shri G. P. V. Ramu, Stenographer who worked under great pressure and was prompt and accurate and ungrudgingly gave of his best.

12.4. We are obliged to various Associaions of employers and employees paricularly the Indian National Electricity Workers' Federation, and to the other union representatives for their co-operation and assistance at all stages of our enquiry. We are in particular grateful to the Federation of Electricity Undertakings of India, Bombay for making available the services of their experts and for undertaking considerable secretarial work, and to the Sub-Committee constituted by the Board on standardisation of nomenclatures which made very useful contribution and facilitated the task of the Board.

12.5. We would also like to thank the Gujarat Electricity Board, the Mysore State Electricity Board, the Uttar Pradesh State Electricity Board, the Amalgamated Electricity Co. Ltd. (Bhiwandi Branch) and Surat Electricity Co. Ltd. (Diesel Station) for permitting the study group of the Sub-Committee to make a detailed study of different jobs in their organisations.

12.6. We wish to express our appreciation and gratitude to the members of the Sub-Committee for the manner in which they handled the difficult task entrusted to them.

12.7. The Chairman has great pleasure in placing on record his deep sense of gratitude and appreciation for the member colleagues who are on the Board at present and also for late Shri S. N. Ray, and Sarvashri Chandu Nair, G. Sambasiviah and Jagannath Rao Chandriki who are no longer on the Board for having given all possible assistance and cooperation. It is no doubt rather awkard to single out any of the Members of the Board for the role played by them but I would be failing in my duty if I were not to make a special mention of the part played by Independent Member Prof. M. B. Desai who not only tendered his expert economic advice but also helped in sorting out differences whenever they cropped up over various issues.

12.8. It is a matter of satisfaction that the Members of the Board approached their difficult tasks in a spirit of cooperation, and it was entirely due to the realistic approach of the Members to the problems facing the Board that the Board have arrived at unanimous decisions.

12.9. The Board express the hope that their unanimous recommendations would be implemented by the employers and employees.

Sd/- P. P. R. Sawhny,
Chairman

Sd/- G. Venkatswamy, M.P.,
Member

Sd/- M. B. Desai,
Member

Sd/- R. P. Aiyar,
Member

Sd/- S. Dutt-Mazumdar,
Member

Sd/- S. T. Raja,
Member

Sd/- J. C. Dixit, M.P.,
Member

Sd/- D. P. Pathak,
Member

Sd/- Vimal Mehrotra,
Member

Sd/- Vidya Prakash,
Member-Secretary

New Delhi the
30th November, 1969.

APPENDIX I

(*See* para. 1.7)

QUESTIONNAIRE

['Worker' means all workmen who are covered by the definition of 'workman' as given under Section 2(s) of the Industrial Disputes Act, 1947 and who are drawing a salary upto Rs. 750 p.m.]

I. INTRODUCTORY

1. Please give your

(a) Name

(b) Designation

(c) Address, and

(d) Affiliation—

(i) In case of organizations of employers and workers, the name of the All India Association/Organization.

(ii) In case of public sector undertakings, working as autonomous corporations or companies, whether these are sponsored by the Central or State Government.

2. Please state

(a) in what way you are connected with the industry;

(b) to which unit of the industry your answers have special reference.

3. Please intimate whether you would like to appear personally before the Board to support and/or amplify the view which you may express in your replies to the questionnaire or would you tender evidence.

II. PROCESS OF WORKS, DEPARTMENTS, ETC.

4. Please give a brief description of the nature of work in the establishment with which you are connected.

5. Please mention all sections or departments of work in your establishment. A comprehensive description of work carried on by those sections or departments may also be given.

6. What are the special features of Electricity Industry in your establishment? Please state whether it is—

(a) Hydel or Thermal (including diesel and gas turbines) or Project construction;

(b) Generation and/or transmission or distribution;

(c) Private owned or State owned or local bodies.

III. CATEGORIES OF EMPLOYMENT UNDER INVESTIGATION

7. (a) Please give the number of persons employed at the end of each month for the year 1961 to 1965 separately for men, women, adolescents (between 15 and 18 years of age) and children (below 15 years) in Form 'A'. In case adolescents or children are employed, please mention the jobs on which they are usually employed.

(b) Please give the number of persons employed as permanent, temporary, daily/rated, muster-roll paid, work-charged, casual, contract labour etc. at the end of each month for the years 1961 to 1965 in Form 'B'.

8. Please give the total number of employees employed on the last working day of the financial calendar year of the last 10 years (1956 to 1965).

9. (a) Is there any list of nomenclature in the establishment? If there is one, please give the list with job description, i.e. duties and responsibilities of each category of employees and their number in Form 'C'.

(b) Has categorisation of employees been done by any scientific method of job evaluation? if so, please give its broad features.

(c) Do you consider that the present occupational classification requires any modification? If so, what?

(d) Do you consider that a single nomenclature should be adopted for the whole industry for persons doing the same type of work?

(e) If any categories are to be freshly included, please suggest the method of adjusting their wages into the new scales.

10. (a) Have the employees been categorised in your establishment according to skill involved in the job as unskilled, semi-skilled, skilled or highly skilled? If so, please mention which categories of employees are unskilled, semi-skilled, skilled and highly skilled, please mention on what basis the employees were so classified.

(b) Even if you have no such classification of employees according to skill, please state the categories of your employees who could be regarded as unskilled, semi-skilled, skilled or highly skilled.

IV. EXISTING WAGE STRUCTURE

11. (a) What were the rates of basic wages and allowances, if any, for different categories of employees (whether they were directly employed or not) as fixed in your establishment immediately prior to 1956—use Form 'D'. In case your establishment was started in or after 1956, please furnish these figures as from the time your establishment came into existence.

(b) Please state whether such wages were first fixed in your establishment under the Minimum Wages Act or by agreement, settlement in conciliation proceedings, Awards of Tribunals or any other means.

12. Have there been any wage revision since 1956? If there have been any revisions since then under any Act or by mutual agreements, settlement in conciliation proceedings, by Awards of

Tribunals or unilaterally, please give full details showing the wage revisions for each category of employees from the time wages were first prescribed. Please furnish copies of such agreements, settlements, awards, etc. if any.

13. Please give the existing scale of pay of each category of employees (manual, technical, supervisory, clerical, etc.) separately mentioning basic wage, dearness allowance, other allowances etc. in your establishment—use Form 'D'. Minimum wages notified under the Minimum Wages Act, 1948 may be specified against the categories for which such wages have been notified. If there is no scale of pay prescribed for a particular category, the wage of workers in that category may be indicated.

14. Please give briefly the qualifications laid down for recruitment to various categories in Form 'C'. What are the methods of recruitment to each category?

15. Do you consider that the wages and dearness allowance which were being paid in your establishment on 1st April 1966 were the prevailing rates of wages in the same or similar occupations in the region or in the neighbouring localities? if there are any differences, how are they accounted for? Please give details.

16. In case you have a system of separate basic wage and dearness allowance, please give replies to the following :—

(a) What as the basis on which basic wages were fixed, whether they were linked with any particular year on the basis of the cost of minimum needs of workers or have been fixed on an ad-hoc basis ?

(b) Whether the dearness allowance is a fixed dearness allowance or variable with changes in the consumer price index number of any centre? In the latter case, please give details showing in particular the rate of variation and the extent of neutralization of increase in the cost of living over the base period.

(c) Whether the dearness allowance is the same for all categories of employees or it is different for different categories of employees or for different pay ranges?

(d) How is the dearness allowance computed in your concern? Is it linked with cost of living index? If so, to what series and the centre? If based on old series originally, has a switch over to the new series been effected?

If so, has the linking factors been worked out and what is it? What is the base year and the centre of the new series? What is the value of a point by which D.A. is determined?

(2) If the D.A. in your concern is not based on cost of living index,

(i) is it fixed? if so, how much is the fixed D.A.

(ii) is it on a slab system according to basic pay? Give details of the system.

(iii) If merged with basic wage, what percentage or full?

(iv) If partly merged at what stage it was merged and D.A. paid over and above it.

(v) If fully merged in 1965 or earlier, is there a provision for adjustment in wages for the rise in prices since then?

17. If there is a system of concessional or free supply of foodgrains or any other commodities, please give particulars regarding the rates of the concession in the prices charged from the workers and the retail market price of food-grains, etc. and the money value of such concessions per employee per month. This information should be furnished from immediately prior to 1956 to-date.

18. Please furnish full details of the amenities and benefits given to the employees such as, housing, subsidised canteens, creches, medical, educational, recreational facilities etc. with particular reference to the following :—

(a) Existing number of workers' quarters giving details of—

(i) the floor area,

(ii) number of rooms,

(iii) amenities and convenience,

(iv) single quarters or family quarters,

(v) whether according to any standard specifications laid down by a statute. (The percentage of houses conforming to standard specifications may be given),

(vi) percentage of employees who have been allotted houses, and

(vii) rate of house rent, if any, charged to the employees.

(b) Nature of medical facilities such as hospitals, dispensaries, free supply of medicines, etc. giving details of the medical staff and annual expenditure on such facilities.

(c) Nature of educational facilities by giving details of the school building, staff, standard upto which education is imparted, number of children of employees receiving such educational facilities, etc. and the system, if any, of granting cash allowance or scholarships. Annual expenditure on this account for the years 1961 to 1965 should be given.

(d) Details of free travel concession scheme, if any. Number of employees who availed of the concession during each year of the period from 1956 to 1965 together with the cost of concession.

(e) Details of travel concessions to the employees and the amount spent thereon and the number of employees who availed of it during each year of the period from 1956 to 1965 together with the cost of concession.

(f) Scale and details of uniforms, protective clothings, etc., if any, supplied to employees.

(g) Details of other welfare measures, such as canteens, welfare centres, welfare fund, donations to sports clubs, staff associations, etc.

19. What leave with full or partial wages is allowed in your works to office establishment, workmen, supervisory and other employees and what has been the total cost for this per annum during the last ten years, i.e., from 1956.

20. Please give the number of holidays with pay excluding the weekly holidays observed in your establishment to the categories of workers as in Form 'E'.

21. Please furnish details of scheme regarding retirement benefits, such as gratuity, provident fund, pension, etc. if any, in your establishment. Attach copies of rules governing the existing benefits. In particular state:

(a) Rate of gratuity;

(b) The ceiling (maximum amount) if any, in terms of service of the employees concerned;

(c) Minimum service before an employee should be entitled to gratuity;

(d) Conditions in which an employee should be entitled to gratuity without completing requisite minimum service; and

(e) Whether you are in favour of a change in the present scheme or introduction of a new scheme of gratuity. Please give full reasons therefor.

22. Is there any system of bonus payment? If there is any, please give details and the rate at which such bonus was paid.

V. CONTRACT LABOUR

23. Is there any contract system of work in your establishment? If so, please furnish the following particulars:—

(i) What are the departments in which contract labour is usually employed? What kind of work is carried out through contract labour? Are these works of a permanent and regular type or of a casual nature?

(ii) How do the service conditions of contract labour differ from those directly employed by the establishment? Please give full details.

(iii) Average total daily number of workers engaged by the contractors in the establishment during the years 1960 to 1965. Give details of fluctuations, if any.

(iv) Full details of the existing wages paid by the contractors to the workers engaged by them.

(v) Whether the workers engaged by the contractors in the establishment enjoy the benefits of provident fund, medical, educational facilities, etc. like the departmental workers.

24. (a) Do you support or oppose contract system? Give reasons for your answer.

(b) If you support abolition, kindly suggest alternative. If you want its continuance what measures do you suggest to prevent sweating or exploitation of labour and assuring them a fair deal at the hands of contractors?

VI. CASUAL LABOUR

25. Is there any system of employing work-charged, daily rated, muster roll paid or casual labour in your establishment? If so, please furnish the following particulars:—

(i) What are the departments in which casual labour is usually employed and the kind of work which they do? Are the jobs on which they are employed of a regular and permanent nature or of a casual nature.

(ii) How do the service conditions and wages of casual labour differ from those of the regular employees of the establishment? Please state whether the casual workers enjoy the benefits of provident fund, medical, educational facilities, etc. like the regular employees.

(iii) Since how long the same persons are working as casual employees? Is there any system of absorbing such workers into the regular establishment?

26. Are you in favour of decasualisation of the casual labour? If so, please state how it can be done.

27. What would be the effect of abolition or restricting employment of casual labour, if there is any? If employment of casual labour is unavoidable due to any special reasons, what measures would you suggest for the elimination of discrimination, if any, in the wages and service conditions of the regular employees and the casual employees.

VII. WOMEN'S WAGES

28. Please state whether there is any difference in your establishment between the wages of men and women employees doing the same or similar type of work. If there is any such difference, is it in your opinion justified in the light of the recommendations of the Fair Wages Committee?

29. The Committee on Fair Wages is of the opinion that adoption of a different method of calculation in the case of women engaged on work done exclusively by women does not infringe the principle of equal pay for equal work. Are there any such occupations in your establishments and do you favour a different method of calculation of wages in respect of such occupations?

30. Should the minimum level of wages for men and women employees, whatever be their occupations, be same?

VIII. STATISTICAL INFORMATION

31. Please give particulars of the wage bill in your establishment for the years 1956 to 1965 in Form 'F'.

32. Give details of loans and advances available to different categories of employees from various funds maintained by the undertaking. How many applications were received and how many loans, etc. were granted?

33. What is the amount standing to the credit of the Provident Fund as on 31st March 1966 and what is the rate of interest earned by the establishment and what is the rate of interest paid to the contributors during each of the last ten years upto 31st March 1966?

34. Give details of the withdrawals from contributory, non-contributory and voluntary provident fund, year by year, from the last ten years upto March, 1966.

35. Please furnish detailed information regarding the follows:—

(i) Safety arrangements provided.

(ii) Particulars of fatal and serious accidents in your establishment giving number involved in each case or each year for the last five years.

(iii) Incidence of tubercular disease.

IX. Proposed Wage Structure

36. Please state what you consider should be the minimum fair wage payable in your area to categories similar to those mentioned below :—

(a) the unskilled ;

(b) semi-skilled ;

(c) skilled ;

(d) highly skilled ;

(e) specialists' grade ;

(f) the clerical staff ;

(g) the subordinate staff ;

(h) the supervisory categories ;

(i) any other category in your establishment.

37. Please give details of cost of living of a family consisting of three consumption units (one adult male, one adult female and two children below 15 years) in your region along with the particulars of prices of commodities and the living requirements of several categories enumerated above based on the formula accepted by the 15th Indian Labour Conference and the results of any inquiry into the cost of living index.

38. (a) The Fair Wages Committee has supported the view that fair wages should be determined on an industry-cum-region basis. If you subscribe to this view, please state whether you favour evolution of different wage structures for different regions/States. If so, please give detailed justification.

(b) If you do not subscribe to this view, please state on what other basis the wage structure should be worked out, giving reasons.

(c) Please also state how you would justify fixation of industry-cum-region-wise wages despite the need for uniformity in the rates of emoluments and benefits of employees doing similar jobs in various regions/States.

(d) What is your view with regard to the existing disparities in industrial wages between different regions in India today? Are you of the opinion that the disparities should be narrowed down or eliminated? If so, please give your suggestions.

39. Again, according to the Fair Wages Committee, the objective of fixation of a fair wage is not merely to determine wages which are fair in the abstract but to see that employment at existing level is not only maintained, but, if possible, increased. Viewed in this light, will any upward revision of existing wage level affect the present or future level of employment or production and efficiency adversely or otherwise? Please give full reasons for your replies.

40. In case the basic wage and dearness allowance are to be fixed separately, what are your suggestions, about the fixation of basic wage? Should it be related to any particular base year? If so, whether it should be 1939, 1949 (as was done by the Second Central Pay Commission) or any other year. Please give reasons for suggesting any particular base year.

41. Do you favour merger of the present dearness allowance (full or in part) if any, into the basic wage? Give reasons for your answer for or against merger.

42. If the dearness allowance is to be separate—

(i) Should it be fixed dearness allowance or should it increase or decrease with the rise and fall in the consumer price index number of any centre or All India Consumer Price Index?

(ii) What should be the extent of neutralization of the increase in the cost of living over the base year which should be allowed and for what reasons?

(iii) Can you suggest the level of wages upto which neutralization should be allowed in full, the degrees by which the allowance should decrease and the level of wages at which it should cease?

(iv) What should be the rate by which the dearness allowance should vary with variations in the consumer price index number? Give full reasons for your suggestion. Should the rate of variation be monthly, quarterly, six-monthly or yearly? and

(v) Whether the rate of dearness allowance should be the same or should it be different for different categories of employees or should it vary according to the range of pay irrespective of the categories of employees.

43. Do you think that the present consumer price index numbers are not correctly compiled? If so, how should they be corrected. Give reasons.

44. Has the present system of dearness allowance failed and should it be replaced? If so, please give full details of your scheme.

45. Please state whether you favour the retention of the present allowances other than the dearness allowance such as House Rent Allowance, Compensatory (City) Allowance, etc. or merge them into the proposed basic wage structure.

If you are in favour of merger, give detailed justification and state whether, in the event of such merger, there will be a need to fix different rates of wages for different regions since the allowances other than dearness allowance, have been granted on regional considerations such as expensiveness of the localities, etc.

46. (a) Do you think that the present rates of house rent allowance, if any, will neutralise a major share of the house rent that the employees have to pay? Have you any improvements to suggest?

(b) What according to you, should be the house rent allowance payable to the different categories of employees.

47. How do the existing amenities and benefits compare with those available to comparable categories of employees in other industries?

48. (a) Dou you consider the existing amenities and benefits and welfare facilities, are adequate? If not, what changes do you suggest?

(b) Whether benefits such as bonus, gratuity, etc. should be calculated on basic wage or deductions on account of housing, food and fuel, etc. should be taken into account?

49. Are you in favour of introducing incentive schemes based on performance. If so, please give full particulars of the scheme which you would like to be introduced?

50. If the idea of setting up of a Wage Board for an industry is to stabilise wage costs for the entire industry over a reasonably long period, do you think that the Wage Board should also make recommendations about all other direct and indirect elements apart from wages which make up the total labour costs?

51. In case where gratuity scheme does not exist, what are your recommendations/suggestions?

52. Do you consider the existing rates of wages require any revision? If so, how and why?

X. CONCESSIONAL SUPPLY OF FOODGRINS

53. Please state whether your favour the fixation of a part of employees remuneration in kind such as the concessional supply of foodgrains, etc. or you favour all payments to be made to the employees in cash. In case there is a system of concessional or free supply of foodgrains, etc. do you wish to retain it or merge it into the proposed wage structure, the appropriate concessional value of foodgrains, etc.

XI. DIFFERENTIALS

54. What weightage, according to you, should be given to the following factors in fixing wage differentials for each category of employees in your establishment :—

(a) degree of skill,

(b) strain of work,

(c) experience involved,

(d) training required,

(e) responsibility undertaken,

(f) mental and physical requirements,

(g) disagreeableness of task,

(h) hazard attendant on the work, and

(i) fatigue involved.

55. Do you consider that the prevailing wage differentials provide sufficient incentive to employees and reflect the differences in skill and workload? If not, please give your suggestions with full alterations in the differentials.

56. Do you consider that the present day differentials fairly reflect the difference in skill and workload? Do you consider that the differences between the higher and lower levels of wages should be narrowed down? If so, please suggest ways and means of narrowing down the differences without at the same time taking away the incentives for the workers to advance their skill.

57. Do you think that the Board itself should fix the differentials for the various categories? Or should the Board fix only the minimum and leave the differentials to be settled by parties by negotiation?

XII. GRADES AND PROMOTIONS

58. Should there be scales of wages for the different categories of employees? If so, give the scales in which the present employees should be fixed. Please also give the manner of fitting in the present employees into the new scales.

59. (a) What is the present system of promotion of employees? Do you suggest any change? Give reasons.

(b) What are your views regarding higher proportion of posts in the upper categories for providing greater opportunities of promotion?

XIII. TIME-RATES, PIECE-RATES AND INCENTIVE-RATES

60. (a) Do you think there should be time-scale of wages for all or any categories of workers? Please give reasons in either case.

(b) Should there be scales of wages for workers? If yes, would you suggest to remunerate seniority and service of existing employees?

61. Please state the categories and number of employees employed in your establishment, separately on time rates and on piece-rates. What is the percentage of each to the total?

62. Are there too many time-rated scales and if so, please suggest how they could be reduced?

63. Please furnish details of the piece-rate/incentive scheme(s) in force. Please state whether these schemes were introduced by the management themselves or by agreement or under any Award.

64. What is your opinion about the working of the piece-rate/incentive scheme(s) in your establishment? What was the effect of the introduction of such scheme(s) upon the earnings, output of the employees and employment and what is your appreciation of the effects of such scheme(s)?

65. Please state whether any time-rated occupations were converted during the past ten years into piece-rated/incentive rated occupations and if so, whether they were converted by the management themselves or by agreement. What was the effect of such conversion upon the earnings, output of the employees and employment and what is your appreciation of the effects of such conversion?

66. How do the piece-rates/incentive rates in your establishment compare with those in similar occupations in the neighbouring localities?

67. Are you in favour of extending piece-rates/incentive rates to occupations which are at present time-rated or partly time-rated and partly piece-rated/incentive rated? If so, please give the scheme(s) which you would propose to introduce in this respect, giving reasons in support thereof.

68. Please also state how far the need for safeguarding against overwork and undue speed has been kept in view in giving the above scheme(s) or suggestions.

69. What is your opinion about the introduction of progressive rates for piece-rated/incentive rated workers i.e. the rates of remuneration increasing with the out-turn?

70. Please state if there is a minimum (fall-back) wage for piece-rated/incentive rated workers. Suggest alterations, if any, if there is no such system of fall-back wage. Please give your proposals for its introduction.

XIV. WORKING HOURS AND OVERTIME ALLOWANCE

71. What are at present scheduled working hours for each category of employees in your establishment? Do you consider them satisfactory? If not, what should be the scheduled working hours? Give reasons.

72. Is it necessary or feasible to attain uniformity in weekly hours of various categories of employees? If so please state the extent to which such uniformity is feasible and can be attained.

73. Are the working hours of the clerical staff working in offices and industrial establishments, the same? If not, do you favour prescription of different wage structures in respect of the same category of staff working in different establishments with different working hours? In such an event what are your suggestions regarding interchangeability of such staff and the adjustment in wages required on transfer from one establishment to another?

74. (a) What are the overtime rates to which various categories of employees are entitled? Have the current rates of overtime been prescribed by any statute or by agreements? Please give details.

(b) Do you consider the present overtime rates adequate. If not, what changes do you suggest? Give reasons.

75. What are the categories of employees who are regularly entitled to overtime on a fixed basis. Please give in this case the monthly regularly and overtime emoluments.

76. What is the extent of overtime worked by various categories of employees? Please indicate category-wise the proportion which the overtime wage bill bears to regular wage bill of your establishment?

XV. SHIFT WORKING

77. Is there a system of shift work in vogue in the various departments or sections of your establishment? If so, please give details.

78. Are the present timings of various shifts satisfactory? Do you suggest any modification? Give reasons.

79. Is any weightage given for night shift work? If so, please give details and also give your views regarding the adequacy or otherwise of the existing weightage.

XVI. PRODUCTIVITY OF LABOUR

80. How are the present work-loads fixed and when? Please give basis of such fixation.

81. What principles and percentages would you suggest for distribution of increase in gains accruing from productivity/efficiency between (a) labour (increase in wages), (b) capital (dividends), (c) industry (capital formation) and (d) consumers (lower prices)?

82. Has there been in your estimate any rise or fall in productivity/efficiency of labour since 1956? Please give details in support of your observations listing the factors which were responsible for the change in productivity/efficiency.

83. Have you any agreed basis as between employees and employers for ascertaining workloads in your organisation? If so please give details.

84. Have you introduced any rationalisation scheme? If so, any portion of the benefits arising therefrom has been passed on to the labour.

XVII. PREVAILING RATES OF WAGES, ETC.

85. Please point out the industries in your region which employ workers doing work similar to yours. Furnish information regarding basic wage, dearness allowance, etc. of such similar categories of employees. If in your opinion, none of the industries or establishments in your region is engaged in work of equal skill, difficulty or unpleasantness to that of your organisation, please furnish the names of industries or establishments with which your establishment is to be compared for evolution of a wage structure.

86. Please compare the amenities, such as housing, subsidised canteens, creches, medical benefits, educational and recreational facilities, etc. provided by similar industries in your region.

87. Please give details about the benefits, such as bonus, provident fund, gratuity and/or any other retirement benefits given to those employees in similar industries in the neighbouring localities.

88. What weight in your opinion should be given to the factor of 'prevailing rates of wages in the region' in determining the Fair Wage of the workers at (a) lower levels; (b) higher levels.

89. Are there any special circumstances which warrant a wage rate different from the one prevailing in the region? If so, please give full reasons.

XVIII. PLACE OF ELECTRICITY UNDERTAKINGS IN THE ECONOMY OF THE COUNTRY

90. What in your view is the place of Electricity Undertakings in the economy of the country?

91. (a) What would be the effect of revision of wages on the economy of the country? Considering the character of this industry and its obligation in relation to the developing economy, would any rise in wages be justified, and if so, to what extent, please give your reply in detail.

(b) What was the effect of revision of wages in this respect in the past? Give details of any disputes which are at present under conciliation or adjudication before a Tribunal under the Industrial Disputes Act.

92. Please state your developmental schemes in the 4th Five-Year Plan. Will any increase in the existing wage structure materially affect such developmental schemes and if so, to what extent?

XIX. REQUIREMENTS OF SOCIAL JUSTICE

93. What are your views of social justice in relation to fair wages?

94. Do you take the view that a fair wage must be paid at any cost?

95. What in your opinion would satisfy the interest of social justice in relation to the wage structure?

96. Are you of the view that the present wage structure fully meets with the requirements of social justice in the context of the country's present economic position?

97. Do you take the view that the interest of social justice will be satisfied in your area if the increases go primarily to the lowest paid?

XX. NATIONAL INCOME

98. What in your opinion is the impact of the level of National Income and its distribution on the wages to be fixed by the Board. Do you consider that the question of National Income and its distribution is a factor which in the context of the present conditions should be taken as a guide in fixing need-based minimum wage or the fair wage itself?

XXI. CAPACITY TO PAY

99. What are, in your opinion, the essential needs of this industry in a developing economy and with the economic expansion in the country, what is its likely impact on the capacity of the industry to pay?

100. Please give an objective picture of the overall financial position of your establishment for the year 1956 to 1965 and estimates for the next five years.

101. Please give the split up of the income and expenditure of your establishment during the years from 1956 to 1965.

102. How in your opinion should capacity of the industry to pay be judged? Would you take industry as a whole in the country or the industry in a region? If it is to be region-wise, what, in your opinion, should be the regions in which the country should be divided for this purpose. In a region also, should the capacity of all employers be considered or a cross-section of the employers in that region should be taken for this purpose?

103. Do you agree that in determining the capacity of the industry regard must be had for a fair return on capital, a fair remuneration to management, and a fair allocation to reserves and depreciation so as to keep the industry in a healthy condition; or do you subscribe to the view that the requirements of social justice demand that fair wages must be paid at all costs? Would you reconcile these points of view and suggest a wage structure so that social justice may flourish along with adequate emoluments?

104. Do you think that imposition of any further financial burden will effect the economy adversely and the ability to provide efficient services at reasonable costs?

105. Do you agree with the view that the cost of living of three consumption units on the basis of the lower level of a fair wage, based on the Fair Wages Committee's Report should be assured to the workmen? Give reasons.

106. Do you have any scheme of improvement/modernisation? What will be its effect upon employment and costs?

107. Please give the revenue surplus/deficit during the last ten financial years i.e. 1955-56 to 1965-66 furnishing the contributory causes for such surplus/deficit. Please state, whether on the basis of the existing wage and rate structure it is possible to maintain the budgetary trends revealed during the last ten years.

108. What are the contributions during the last ten years (1956-57 to 1965-66) from revenue to the various reserve and other funds maintained by your establishment and the balances standing to the credit of each of such funds at the close of each of the years? What is your view regarding the adequacy or otherwise of the annual contributions to various reserve funds as above?

109. What is the present rate structure and how has it developed in the past? Was your rate structure revised during the last ten years and if so, give details. What is the extent to which the existing rate structure will have to be revised to meet the additional expenditure consequent upon an upward revision of the wage structure that you may propose and its effect on the economy of the country.

110. How do your present rates compare with charges levied for similar services by other establishments in your region?

111. What proportion does your wage bill bear to the total revenue expenditure? If in your opinion the proportion is excessive, please state the reasons therefor. If however, the proportion is less, what are the reasons therefor also?

112. Please give the details of capital expenditure incurred, year by year, in the last ten years up to March, 1966. What percentage thereof was met from revenue? Please give the total value of capital assets (not capital base) and outstanding capital debts as on the close of the last financial year.

113. What is the capital outlay proposed in the last year of the Third Five Year Plan and each of the five years of the Fourth Plan and the proposed means of providing the necessary funds? Do you contemplate any upward revision of your rate structure to meet part or the entire proposed outlay?

114. What are the gross earnings for each year from 1956 to 1965 and indicate those under high tension and the rest and state how they have been appropriated under the following heads:

(i) Taxation.

(ii) All the reserves maintained under separate heads.

(iii) Depreciation.

(iv) Dividends paid.

(v) Whether dividends paid from profits or from reserve funds?

(vi) Amount standing to the credit of Consumers Benefit Reserve Account under the Electricity Supply Act, 1948.

115. (a) Please give the quantum of your borrowings for each of the years from 1956 to 1965 as it stood at the end of the financial year:—

(i) Debentures.

(ii) Bank borrowings.

(iii) Borrowings from other sources. Sources may be specified.

(b) Please also give the interest paid during these periods on those counts.

116. Give the total amount standing to the credit or allocated to the following funds at the end of each financial year from 1956 to 1965:—

(i) Depreciation.

(ii) Free Reserves.

(iii) Surpluses.

(iv) Other Reserves (may be specified).

117. (a) To what extent has the price of machinery of Electricity Industry risen since 1956?

(b) To what extent has the price of different kinds of electric energies risen since 1956? Give a detailed and classified answer.

118. (a) What was the generating capacity of your company at the commencement of the operation and what is it now?

(b) What do you expect your installed capacity to be as on 31st March, 1967 and on 31st March, 1968?

119. Please form an estimate of the annual burden on the concern of the wage structure, dearness allowance, other allowance and amenities proposed by you.

120. Please state the different forms of assistance made available by the Government and the amount received on this account by your unit during the years 1956 to 1965.

121. Please furnish the balance sheet and income and expenditure account for each of the last ten years up to 31st March, 1966.

XXII. NATIONALISATION

122. Have you statutorily acquired any licensee undertaking and if so, when?

123. What was, in your opinion, the purpose of its nationalisation, and to what extent it has been achieved.

124. What were the conditions of service and wage before nationalisation and after? Do you suggest that older conditions of service should continue, if so, why?

125. To what extent have, workers of a nationalised undertakings benefited (a) in the number of employed, (b) in wages, (c) in the security of service, and (d) in securing other amenities after the change-over.

126. The modern science of accountancy excludes charges on modernisation or expansion from consideration of wage issue; to what extent is it true of the Government policy of nationalisation.

127. To what extent nationalisation has reduced overhead charges and/or affected economy of nationalised units.

128. (a) Give a comparative statement of a year's profit and loss of company that has been nationalised when under private ownership and when placed under public ownership.

(b) A year's records of stoppage and breakdown under private ownership and public ownership.

N.B.—The year need not be one and same. The very nature of enquiry oblige them to be different.

129. How does the public policy on nationalisation intend to prevent exploitation of labour, protect them against rise in prices, raise their standards of living, ensure the implementation of the Directive Principles of the Constitution in regard to labour and administration of social justice.

XXIII. HIGHER EARNINGS AND EFFICIENCY

130. Do you subscribe to the view that higher earnings lead to greater efficiency? Or do you maintain that higher earnings have led to less production and deterioration in quality? Give the relevant facts in support of the view that you take.

131. Do you subscribe to the view that higher wages provide the motivation in themselves to induce a worker to improve his efficiency together with his earnings? If this is not so do you think that in the absence of motivation higher wages may not lead to higher monthly earnings but may result in absenteeism and no improvement in efficiency?

132. Do you take the view that the use of new and modern machinery, apart from improving the quality, will result in more wages for workers as a result of increased production per worker per hour?

XXIV. WORKLOADS

133. Has there been any agreement between employers and workmen in your unit/region regarding assessment of workload of workmen and has there been any specific programme of implementation drawn up in consultation with the organizations of interests concerned. Give details.

134. What do you consider to be the fair workloads for a fair wage for different categories of workers in this industry?

135. Is it advisable and practicable to fix workloads for different categories of employees and link wages thereto? If so, how?

(i) Do you favour the assessment of workload by time and motion studies by an independent body?

(ii) Do you consider it feasible to carry out such time and motion studies while the workmen are conscious that such a study is being made?

(iii) If as a result of workload studies you find surplus labour what measures would you suggest to deal with the surplus labour?

(iv) If you are not in favour of time and motion studies, in the absence of time and motion studies have you any alternative method to suggest for the assessment of workloads?

136. As regards payment by results, are you in favour of study being undertaken in respect of various occupations.

137. With a view to attaining higher productivity per worker, do you think, in the existing conditions, higher work assignments are possible.

XXV. ANY OTHER MATTER

138. Please give expression to any other matters which in your opinion are relevant to this enquiry and will help this Board in arriving at correct decisions in respect of its terms of reference.

FORM 'A'—Number of persons employed at the end of each month for the year 1961 to 65.

Month/Year	Number of persons employed at the end of the month				
	Men	Women	Adolescents	Children	Total
1	2	3	4	5	6
1961					
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

1	2	3	4	5	6
1962					
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
1963					
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
1964					
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
1965					
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

FORM 'B'—Number of persons employed at the end of each month for the years 1961 to 1965 month-wise employed as permanent, temporary, etc.

Month/Year	Number of persons employed at the end of each month as									
	Permanent	Temporary	Casual	Contract	Apprentice	Daily rated	Muster roll paid	Work charged	Others (specify)	Total
1	2	3	4	5	6	7	8	9	10	11
1961										
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

Form 'B'—*contd.*

1	2	3	4	5	6	7	8	9	10	11
1962										
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
1963										
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
1964										
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
1965										
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

FORM 'C'—Number of persons employed by designation, job description, etc.

*Category	Designation	No. of persons employed	Job description *i.e.* duties and responsibilities	Qualifications laid down for recruitment	Remarks
1	2	3	4	5	6

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*Technical, supervisory, managerial/administrative, clerical, manual, etc.

FORM 'D'—Scale of pay or wage-rates, dearness allowance and other allowances—occupation-wise

Category	Occupation	Scale of pay or wage rate	D A.	Other Allowances		
				House rent allowance	City Compensatory allowance	Others (specify)
1	2	3	4	5	6	7

FORM 'E'—Number of Holidays allowed

Holidays	Office Establishment			Workmen			Supervisory			Other Employees		
	With pay	Without pay	Total	With pay	Without pay	Total	With pay	Without pay	Total	With pay	Without pay	Total
1	2	3	4	5	6	7	8	9	10	11	12	13
National Holidays												
Festival Holidays												
Other Holidays												

FORM 'F'—Total Wage Bill

(In Rupees)

Sl. No.	Details	Years									
		1956	1957	1958	1959	1960	1961	1962	1963	1964	1965
1	Basic wages										
2	(a) Dearness Allowance										
	(b) Variable D.A. if any										
	(c) Overtime wages										
3	City Compensatory Allowance										
4	House Rent Allowance										
5	Other Allowance										
6	Provident Fund										
7	Bonus										
8	Workmen's Compensation or Insurance.										
9	Leave with pay										
10	Paid Festival Holidays										
11	Railway fare										
12	Protective clothing										
13	Other items such as—										
	(a) Sick Khoraki										
	(b) Maternity Benefit										
	(c) Free or subsidised rations, etc.										
	(d) Medical Treatment										
	(e) Education										
	(f) Library and recreation										
	TOTAL .										

APPENDIX II

(See para 1·8)

The names of the parties who appeared before Wage Board at the various centres

Sl. No.	Organisation represented	Name of the representative	Date and place of appearence	
			Date	Place
1	2	3	4	5
1	Ahmednagar Electric Supply Co. Private Ltd.	Shri J. B. Panveliwalla	2-5-68	Bombay
2	The Bombay Electric Supply & Transport Undertaking, Bombay.	Shri S. D. Kamerkar	2-5-68	Bombay
3	Nagpur Electric Light and Power Co. Ltd. . .	Shri D. P. R. Cassad .	2-5-68	Bombay
4	Maharashtra State Electricity Board . .	Shri P. S. Deshmukh .	2-5-68	Bombay
5	Ichalkaranji Electric Supply Kamgar Sangh	Shri C. N. Joshi . .	2-5-68	Bombay
6	Ichalkaranji Electric Supply Co. . .	Dr. M. D. Joshi . .	2-5-68	Bombay
7	Electrical Workers Union, Nagpur . .	Shri Narayan Karwade .	3-5-68	Bombay
8	Tata Hydro Electric Power Supply Co. Ltd., Bombay.	Shri N. M. Saigal . .	3-5-68	Bombay
9	Federation of Electricity Undertakings of India.	Shri H. R. Vajifdar . .	(i) 3-5-68 (ii) 24-1-69	Bombay New Delhi
10	Bombay Suburban Electric Supply Ltd. & Thana Electric Supply Co. Ltd.	Shri H. R. Vajifdar . .	3-5-68	Bombay
11	National Electricity & Engineering Workers' Union.	Shri V. R. Hoshing . .	4-5-68	Bombay
12	Mysore State Electricity Board . .	Shri A. B. Datar .	4-5-68	Bombay
13	Andhra Pradesh State Electricity Board .	Shri S. A. E. Moosvi .	20-6-68	Bangalore
14	Mysore State Electricity Board Employees' Union.	(i) Shri V. G. Row . (ii) Shri A. V. Raju .	21-6-68 25-1-69	Bangalore New Delhi
15	Electricity Department Workers' Union, Hyderabad.	Shri Abdul Rasul & Shri B. Nand.	21-6-68	Bangalore
16	Kolar Gold Mining Undertaking Corgaum	Shri B. R. Garudachar .	21-6-68	Bangalore
17	K. G. F. Electricity Department Labour Association.	Shri K. P. Sachindranath .	22-6-68	Bangalore
18	Mysore State Electricity Board Engineers' Association.	Shri B. G. Rudrappa .	22-6-68	Bangalore
19	Electric and Water Supply Undertakings Municipal Board, Nainital.	Shri D. N. Shah . .	29-7-68	New Delhi
20	Mussoorie Nagar Palika Karamchari Sangh	Shri Jiwan Ram Sharma .	30-7-68	New Delhi
21	U.P. State Electricity Board Subordinate Engineers' Association.	Shri Y. D. Sharma . .	30-7-68	New Delhi
22	M. P. Vidhyut Karamchari Sangh, Jabalpur	Shri S. K. Tiwari . .	31-7-68	New Delhi
23	Technical Supervisory Staff Association, DESU.	Shri R. K. Bhatia . .	31-7-68	New Delhi

Appendix II—*contd.*

1	2	3	4	5
24	Electric Workers' Union, Mathura . .	Shri Bharat Bhushan Chaddha		31-7-68 New Delhi
25		Shri M. D. Sharma, Sub-Station Attendant D.E.S.U.		31-7-68 New Delhi
26	All India Trade Union Congress & All India Federation of Electricity Employees.	S/Shri A. B. Bardhan, K. G. Srivastava, Harish Tiwari. & Shyam Lal		31-7-68 New Delhi
27	Kanpur Electric Supply Workers' Union, Kanpur.	Shri Arjun Arora, M.P. .		31-7-68 New Delhi
28	Association of Electricity Supply Undertakings of South India, Madras.	Shri C. R. Ramaswamy & Shri S. Venkataraman		3-9-68 Madras
29	Tamilnadu State Electricity Board Accounts Subordinates Union, Coimbatore.	S/Shri R. Vellingire, S. V. Angapan, S. Mohan Doss.		3-9-68 Madras
30	Tamilnad Electricity Board Supervisors Sangam, Madras.	S/Shri K. V. Mohan Rangam, C. R. Swaminathan and N. R. Kannan.		3-9-68 Madras
31	Tamilaga Min Kazhaga Munnetra Tholilalar Sangam.	Shri Kattoor Gopal & Shri S. Ramachandran		3-9-68 Madras
32	Tamilnad Electricity Board Last Grade Servants' Union.	Shri V. Ponniah . .		3-9-68 Madras
33	Tamil Nadu Electricity Board Draughtsmen and Tracers' Union.	Shri S. Dandapani & Shri B. Rajasekaran		3-9-68 Madras
34	Madras State Electricity Board . .	Shri N. Prem Kumar .	(i) (ii)	4-9-68 Madras 24-1-69 New Delhi
35	Tamilnad I.N.T.U.C.	Shri R. Venkataraman .		4-9-68 Madras
36	TTESCO Employees Union, Tuticorin and Tinneveli Tuticorin Electric Supply Employees Union, Tinneveli.	S/Shri J. Nicander Rodrigo & A. Ramswamy		4-9-68 Madras
37	Salem-Erode Electricity Distribution Co. Ltd. Employees Union, Salem.	Shri G. Samuel . . & Shri M. Kalyanasundaram		4-9-68 Madras
38	Tamilnad Electricity Board Stores Staff Union, Madurai.	Shri S. Kumaraswamy .		4-9-68 Madras
39	Tamilnad Electricity Workers' Federation, Madras.	Shri S. C. Krishnan . .	(i) (ii)	4-9-68 Madras 25-1-69 New Delhi
40	Delhi State Electricity Board Employees' Union, Delhi.	Shri M. L. Saini . .		10-10-68 Srinagar
41	Punjab State Electricity Board . .	Shri R. S. Gill . .		11-10-68 Srinagar
42	Delhi State Electricity Workers' Union, Delhi.	Shri Laxmi Narain . .		11-10-68 Srinagar
43	DESU Mazdoor Congress, Delhi . .	Shri Daljit Singh Ahluwalia		11-10-68 Srinagar
44	U.P. State Electricity Board . .	Shri S. P. Bhatnagar . .		12-10-68 Srinagar

Appendix II—*contd.*

1	2	3	4	5
45	Kapadwanj Town Cooperative Electricity Association Ltd. Servants Union, Ahmedabad.	Shri J. A. Jain . .	22-11-68	Ahmedabad
46	Saurashtra Vidyut Kamgar Sangh, Rajkot .	Shri P. L. Nanavaty . .	22-11-68	Ahmedabad
47	Bhavnagar Electricity Co. Ltd. . .	Shri N. B. Vora . .	23-11-68	Ahmedabad
48	Ahmedabad Miscellaneous Industrial Workers' Union.	Shri Bhagat Singh K. .	23-11-68	Ahmedabad
49	Gujarat Electricity Board (Northern Circle) Employees' Union.	Shri M. L. Bramabhatt .	22-11-68	Ahmedabad
50	Gujarat Electricity Board . . .	Shri J. Y. Vyas . .	23-11-68	Ahmedabad
51	Dishergarh Power Supply Co. Ltd. and Associated Power Co. Ltd.	Shri G. R. Malkani . .	18-12-68	Calcutta
52	Ranigunj Electric Supply Co. . .	Shri R. Basu . .	18-12-68	Calcutta
53	Bijli Mazdoor Union (C.E.S.C.) . . & Naihati Electric Supply Co. Ltd. Employees' Association.	(i) Shri Jagannath Pande and (ii) Shri Susil Kumar Dey.	18-12-68	Calcutta
54	Sibpur Power House Employees' Union .	Shri Dilip Kumar Benerji and Shri Kuddus	18-12-68	Calcutta
55	Dishergarh Power Workers' Union . .	Shri K. C. Prasad . .	18-12-68	Calcutta
56	Damodar Valley Corporation . .	Shri S. K. Ray and Shri P. R. Roy Chowdhury.	18-12-68	Calcutta
57	Bengal Branch of INTUC and The Trade Union Units in Bengal.	Shri Kali Mukherjee .	18-12-68	Calcutta
58	Naihati Electric Supply Co. Ltd. . .	Shri S. S. Dasgupta . .	18-12-68	Calcutta
59	West Bengal State Electricity Board . .	Shri A. K. Mukherjee .	19-12-68	Calcutta
60	Calcutta Electric Supply Corporation Ltd.	Shri M. Sen . . .	19-12-68	Calcutta
61		Shri Santi Khaskel, Operator, West Bengal State Electricity Board.	19-12-68	Calcutta
62	Association of Electricity Undertakings Bihar and Sijua Jherriah Electric Supply Co. Ltd.	Shri C. A. Swami . .	19-12-68	Calcutta
63	Octavius Steel & Co. Ltd. . . .	Shri B. S. Ramaswamy .	19-12-68	Calcutta
64	Assam State Electricity Board Administration Employees' Union. & Assam State Electricity Workers' Union.	Shri B. N. Dutta, Shri R. P. Bhattacharjee, Shri R. K. Barthakur, Shri H. P. Choudhury.	20-12-68	Gauhati
65	Assam State Electricity Board . .	Shri K. Ranganadham .	20-12-68	Gauhati
66	Assam State Electricity Supply Workers' Union.	Shri Suresh Ch. Sarmah .	20-12-68	Gauhati
67	Indian National Electricity Workers' Federation.	Shri G. L. Pareek, Shri S. K. Tiwari, Shri Narendra Pal.	24-1-69	New Delhi
68	Bihar State Electricity Board . . .	Shri R. N. Sharma, Shri B. P. Sinha.	24-1-69	New Delhi
69	Kanpur Bijli Mazdoor Sabha . . .	Shri R. M. Tripathi . .	25-1-69	New Delhi
70	Federation of Indian Chambers of Commerce and Industry.	Shri Shantilal P. Zaveri .	14-2-69	Bombay
71	Associated Chambers of Commerce and Industry.	Shri A. G. M. Twining and Shri C. R. Paul	(i) 14-2-69 (ii) 7-3-69	Bombay New Delhi
72	Bihar State Electricity Supply Workers' Union.	Shri Durga Bagchi . .	6-3-69	New Delhi
73		Shri S. R. Vasvada, M.P. .	7-3-69	New Delhi

APPENDIX III

(*See* para 1·10)

Statement showing the meetings of the Central Wage Board for Electricity Undertakings and Attendance

Name	New Delhi 20th June, 1966	New Delhi 31st August, 1966	New Delhi 6 & 7th Oct. 1966	New Delhi 21 & 22nd Nov. 1966	Calcutta 13-1-67	New Delhi 18-3-67	Bombay 27-4-67	Bangalore 17-5-67	Calcutta 24-6-67	Jaipur 13-7-67	Trivendrum 5-8-1967	New Delhi 8-9-67	New Delhi 11-1-68	Bombay 3-2-68	Hyderabad 22-3-68	Bombay 2-5-68	Bangalore 20-6-68	New Delhi 30-7-68	Madras 3-9-68	Srinagar 12-10-68
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Chairman																				
Shri P. P. R. Sawhny	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Independent Members																				
Shri Jagannath Rao Chandriki, M.P.	P	A	P	P	A	P	A	A	A	A	A	Ceased to be a member from 5-9-67								
Shri G. Venkatswamy, M.P.	Appointed as a member from 5-9-67											A	A	P	A	A	P	P	A	P
Prof. M. B. Desai	A	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P	A	P
Members Representing Employers																				
Shri R. P. Aiyer	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
Shri S. N. Ray	P	A	P	P	P	P	A	P	P	Ceased to be a member from 3-7-67										
Shri S. Dutt-Mazumdar	Appointed as a member from 3-7-67									P	P	P	P	P	A	P	P	P	P	A
Shri U. Chandu Nair	P	P	A	A	P	P	A	Ceased to be a member from 30-4-67												
Shri G. Sambasiviah	Appointed as a member from 4-9-67											A	P	P	P	Ceased to be member from 31-3-68				
Shri S. T. Raja	Appointed as a member from 19-7-68																	A	A	P
Members Representing Workers																				
Sjri J. C. Dixit	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Shri D. P. Pathak	P	P	P	P	P	A	P	P	A	P	P	P	P	P	A	A	P	P	P	A
Shri Vimal Mehrotra	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P
Member-Secretary																				
Shri Teja Singh Sahni		P	P	P	P	P	P	P	P	P	P	P	Cased to be Member-Secy. from 25-11-67							
Shri Vidya Prakash	Appointed as Member-Secy., w.e.f. 24-7-68																	P	P	P

APPENDIX—*contd.*

Name	Ahmedabad 23-11-68 21	Calcutta 19-12-68 22	New Delhi 25-1-69 23	Bombay 13-2-69 24	New Delhi 6-3-69 25	New Delhi 14th to 18th July 1969 26	Bombay 18th to 22nd Aug. '69 27	Bangalore 5th to 8th Sept. 1969 28	New Delhi 13th to 15th Sep. 1969 29	New Delhi 11th to 13th Oct. '69 30	Calcutta 1st and 2nd Nov. 1969 31	Bombay 13th & 14th Nov. '69 32	New Delhi 28th to 30th Nov. '69 33
Chairman													
Shri P. P. R. Sawhny	P	P	P	P	P	P	P	P	P	A	P	P	P
Independent Members													
Prof. M. B. Desai	P	P	P	P	A	P	P	P	A	P	P	P	P
Shri G. Venkatswamy, M.P. . . .	A	P	A	P	A	P	A	P	A	A	A	P	P
Employers' Representative													
Shri R. P. Aiyer	P	P	P	P	P	P	P	P	P	P	P	P	P
Shri S. Dutt-Mazumdar	P	P	P	A	P	P	P	P	P	A	P	P	P
Shri S. T. Raja	A	A	A	P	A	P	P	P	A	A	A	P	P
Members Representing Workers													
Shri J. C. Dixit	P	P	P	P	P	P	P	P	P	P	P	P	P
Shri D. P. Pathak	P	A	P	A	P	P	P	P	P	P	P	P	P
Shri Vimal Mehrotra	P	P	P	P	P	P	P	P	P	P	P	P	P
Member-Secretary													
Shri Vidya Prakash	P	P	P	P	P	P	P	P	P	P	P	P	P

APPENDIX IV

(*See* para 5·10)

Total Need-Based Wages of the Workers as worked out by Dr. A. Fonseca.

Centre	Need Based Wage	Centre	Need Based Wage
	Rs.		Rs.
(a) *Eastern Zone*		(c) *Western Zone*	
1. Digboi	252·94	31. Ahmedabad	224·62
2. Rangpara	175·48	32. Bhavnagar	185·80
3. Jamshedpur	274·35	33. Bombay	234·85
4. Monghyr	219·24	34. Nagpur	210·83
5. Asansol	209·51	35. Sholapur	177·14
6. Calcutta	240·48	36. Bhopal	209·31
7. Howrah	230·69	37. Indore	184·30
8. Jharia	230·87	38. Gwalior	190·14
9. Kodarma	205·89	39. Balaghat	185·38
10. Noamundi	259·14		
11. Raniganj	215·04	(d) *North-West Zone*	
12. Doom Dooma	186·99		
13. Labac	209·95	40. Yamunanagar	180·91
14. Mariani	214·28	41. Amritsar	190·29
15. Darjeeling	214·92	42. Ajmer	216·20
16. Jalpaiguri	191·71	43. Jaipur	212·81
(b) *Southern Zone*		(e) *Northern Zone*	
17. Gudur	152·39	44. Srinagar	177·99
18. Guntur	171·23	45. Kanpur	207·18
19. Hyderabad	226·52	46. Saharanpur	236·22
20. Alleppey	176·95	47. Varanasi	185·49
21. Alwaye	232·03	48. Delhi	191·31
22. Bangalore	219·13		
23. Chickmagalur	186·79		
24. Sambalpur	199·76		
25. Madras	180·89		
26. Coimbatore	170·55		
27. Kolar Gold Mining Field	210·63		
28. Barbil	236·99		
29. Mundakkayam	185·62		
30. Ammathi	186·68		

APPENDIX V

(*See* paras 6·11 & 6·12)

Formation of capital and the sources and uses of the funds during 4 years from 1962-63 *to* 1965-66 *in respect of* 12 *State Electricity Boards & DESU*

(Rupees in Crores)

	Amount at the end of 1961-62	Amount at the end of 1965-66	Capital formation in 4 years		
			Amount	% increase over 1961-62	% on total amount
SOURCES OF FUNDS					
A. *Internal Sources*					
1. Reserves & Surpluses	13·82	—3·15	16—·97	—122·48	—1·6
(a) Capital Reserves	11·43	14·61	3·18	27·8	0·3
(b) General Reserves	5·64	13·19	7·55	133·9	0·7
(c) Development Reserves	2·38	4·70	2·32	97·5	0·2
(d) Other Reserves & Surpluses/Losses (—)	—5·63	—35·65	—30·02	—533·2	—2·8
2. Provisions	56·35	157·13	100·78	178·48	9·5
(a) Depreciation	45·56	120·30	74·74	164·0	7·0
(b) Others	10·79	36·83	26·04	241·3	2·5
Total internal sources	70·17	153·98	83·81	119·4	7·9
B. *External Sources*					
1. Loan capital issues	485·15	1191·60	706·45	145·6	66·6
2. Capital contribution from consumers for service lines.	3·48	15·34	11·86	340·8	1·1
3. Borrowings (long term)	17·52	106·58	89·06	508·3	8·4
4. Deposits from consumers	16·02	37·02	21·00	131·1	2·0
5. Other credits, deposits, etc.	87·82	235·89	148·07	168·6	14·0
Total external sources	609·99	1586·43	976·44	160·1	92·1
Total Funds	680·16	1740·41	1060·25	155·9	100·0
USES OF FUNDS					
1. Gross Fixed Assets	495·32	1286·14	790·82	159·7	74·6
2. Inventories	62·71	145·30	82·59	131·7	7·8
3. Investments	4·49	20·27	15·78	351·4	1·5
4. Receivables	83·65	250·98	167·33	200·0	15·8
5. Cash and Bank balance	33·94	37·38	3·44	10·1	0·3
6. Other intangible and non-current assets	0·05	0·34	0·29	580·0	0·0
Total Uses	680·16	1740·41	1060·25	155·9	100·0

APPENDIX VII

(*See* para 6·13)

Combined Revenue Account of 12 *State Electricity Boards & DESU*

(Rupees in Crores)

	1961-62	1962-63	1963-64	1964-65	1965-66
Gross Revenue					
Sales (including meter rent etc.)	68·91	87·32	104·63	128·78	157·04
Other Income	1·92	1·93	2·75	3·00	4·26
Total Income (1)	70·83	89·25	107·38	131·78	161·30
Expenses					
Purchase, generation, distribution, maintenance etc.	43·13	54·23	63·48	77·75	104·19
Depreciation Provisions	10·25	12·93	14·71	16·12	19·91
Total Operating Expenses (2)	53·38	67·16	78·19	93·87	124·10
Gross Profit (1—2)	17·45	22·09	29·19	37·91	37·20
Less Interest on loans (other than Government loans).	0·58	1·32	1·95	2·88	3·43
Profit before tax and interest on Government loan	16·87	20·77	27·24	35·03	33·77
Less provisions for income-taxes	0·45	0·71	0·34	0·20	..
Profit after tax but before interest on Govt. loan capital.	16·42	20·06	26·90	34·83	33·77
Less interest on Government Loan Capital	20·42	22·28	27·04	31·64	41·52
Retained Profit/Loss (—)	—4·00	—2·22	—0·14	3·19	—7·75
Allocation of Retained Profit/Loss (—)					
(1) General Reserve	1·35	1·66	2·04	2·01	2·40
(2) Development Reserve	0·40	0·21	0·39	0·53	0·27
(3) Loan Redemption Fund	0·51	1·03	2·02	2·87	3·71
(4) Balance in Revenue Account	—6·26	—5·12	—4·59	—2·22	—14·13

APPENDIX VIII

(See paras 6·13 & 6·15)

Important Financial Data of 12 State Electricity Boards and DESU at the end of year 1961-62 and 1965-66

(Amounts are in Crores of Rupees)

Figures for Amount	Andhra Pradesh S.E.B.		Assam S.E.B.	
	61-62	65-66	61-62	65-66
1. Loan Capital from Government	36·27	104·05	12·41	48·69
2. Market Loans & Borrowing (Long Term)	4·99	17·86	..	1·62
3. Gross Internal Capital	0·85	4·12	(—)0·14	(—)0·03
4. Gross External Capital	57·23	158·75	12·94	55·18
5. Gross Fixed Assets	41·79	120·70	11·11	38·78
6. Depreciation Provision	4·58	15·78	0·39	1·62
7. Net Fixed Assets	37·21	104·92	10·72	37·16
8. Work-in-Progress (included also in Sl. 5 & 7)	8·08	31·17	5·49	3·97
9. Total Capital Employed	57·62	164·22	14·13	54·02
10. Net Capital Employed	42·45	121·38	12·60	51·51
11. Net worth to Board	(—)3·73	(—)11·66	..	0·07
12. Net worth to Government	32·54	92·39	12·41	48·76
13. Total Income	7·65	15·37	0·58	1·30
14. Sales of Electricity (including meter rents etc.)	7·52	15·20	0·56	1·22
15. Gross Profit	0·23	2·34	..	(—)0·24
16. Profit after Income Tax	0·10	1·61	..	(—)0·24
17. Interest on Government Loan	1·70	4·90	..	..
18. Retained Profit/Loss (—)	(—)1·60	(—)3·29	..	(—)0·24
19. Appropritation to General Reserve	0·17	0·45	..	..
20. Net Balance of Revenue Account	(—)1·60	(—)3·29	..	(—)0·24
21. Accumulated Interest due to Govt.	N.A.	N.A.	N.A	N.A.
(Figures for Ratios)				
22. Gross Profit as % of Sales	3·1	15·4	..	(—)19·7
23. Gross Profit as % of Total Capital employed	0·4	1·4	..	(—)0·4
24. Profit after tax as % of net worth to Government	0·3	1·7	..	(—)0·5
25. Sales as % of Net Capital employed	17·7	11·9	4·4	2·4

APPENDIX VIII—*Contd.*

(Figures are in Cross)

Bihar S.E.B.		Delhi E.S.U.		Gujarat E.B.		Kerala S.E.B.		Madhya Pradesh S.E.B.	
61-62	65-66	61-62	65-66	61-62	65-66	61-62	65-66	61-62	65-66
35·69	99·57	9·39	31·15	36·28	88·20	38·11	81·06	41·75	123·12
..	7·39	0·11	0·10	..	..	3·59	5·10	0·05	12·08
2·50	(—)11·74	6·48	9·61	2·35	4·29	8·77	19·71	6·02	12·96
45·32	151·67	13·95	42·29	45·02	103·27	46·01	93·62	48·32	157·68
32·59	111·12	14·84	36·75	31·43	88·81	47·57	94·36	30·77	101·89
2·96	9·69	2·63	4·94	3·66	8·15	4·14	6·43	3·54	8·58
29·63	101·43	12·21	31·81	27·77	80·66	43·43	87·93	27·23	93·31
7·15	54·72	2·04	13·68	2·83	7·40	10·95	43·04	..	15·85
50·46	142·30	17·82	46·86	46·42	105·73	50·81	106·95	50·80	162·16
35·69	107·50	14·40	37·61	37·67	90·66	43·10	89·49	44·35	140·95
(—)4·60	(—)11·43	3·84	4·67	(—)1·31	(—)3·86	1·23	3·28	2·48	4·39
31·09	88·14	13·23	35·82	34·97	84·34	39·34	84·34	44·23	127·51
6·06	11·94	4·55	8·30	7·14	12·68	3·64	7·07	6·97	12·10
6·06	11·92	4·55	8·21	7·14	12·67	3·64	7·05	6·65	11·55
0·23	0·25	0·50	1·21	1·19	2·60	1·36	3·02	2·43	3·71
0·23	0·12	0·50	1·21	1·06	1·97	1·20	2·79	2·43	3·71
1·11	2·13	0·34	1·02	1·30	2·97	1·15	2·74	1·93	4·07
(—)0·88	(—)2·01	0·16	0·19	(—)0·24	(—)1·00	0·05	0·05	0·50	(—)0·36
..	..	..	..	0·15	0·35	0·05	0·05	0·23	0·27
(—)0·88	(—)2·01	0·16	0·19	(—)0·39	(—)1·35	..	..	0·27	(—)0·63
3·69	14·91	0·14	0·50	N.A.	N.A.	3·17	8·68	N.A.	6·75
(Figures for Ratios)									
3·8	2·1	11·0	14·7	16·7	20·5	37·4	42·8	36·5	32·1
0·5	0·2	2·8	2·6	2·6	2·5	2·7	2·8	4·8	2·3
0·7	0·1	3·8	3·4	3·0	2·3	3·1	3·3	5·5	2·9
17·0	11·1	31·6	21·8	19·0	14·0	8·4	7·9	15·0	8·2

APPENDIX VIII—*contd.*

Figures for Amount	Maharashtra S.E.B.		Mysore S.E.B.	
	61-62	65-66	61-62	65-66
1. Loan Capital from Government	34·24	81·89	34·09	47·46
2. Market Loans & Borrowing (Long Term)	2·58	18·28	4·19	13·31
3. Gross Internal Capital	1·44	7·74	13·48	20·20
4. Gross External Capital	45·87	128·53	51·11	96·06
5. Gross Fixed Assets	35·73	99·65	46·93	74·72
6. Depreciation Provision	3·46	8·15	11·37	16·36
7. Net Fixed Assets	32·27	91·50	35·56	58·36
8. Work-in-Progress (included also in Sls. 4 & 7)	0·25	24·51	4·30	11·50
9. Total Capital Employed	47·25	133·06	53·27	100·69
10. Net Capital Employed	38·49	106·50	40·52	64·84
11. Net worth to Board	(—)2·24	(—)0·70	2·11	2·69
12. Net worth to Government	32·00	81·16	36·20	50·15
13. Total Income	4·15	19·92	6·64	13·87
14. Sales of Electricity (including meter rents etc.)	4·08	19·25	6·46	12·39
15. Gross Profit	0·49	2·34	3·41	2·40
16. Profit after Income Tax	0·44	1·97	2·93	1·85
17. Interest on Government Loan	1·35	2·43	1·56	2·31
18. Retained Profit/Loss(—)	(—)0·91	(—)0·46	1·37	(—)0·46
19. Appropriation to General Reserve	0·16	0·45	0·20	..
20. Net Balance of Revenue Account	(—)1·07	(—)0·91	1·17	(—)0·46
21. Accumulated Interest due to Govt.	3·85	4·37	N.A.	N.A.
(Figures for Ratios)				
22. Gross Profit as % of Sales	12·0	12·2	52·8	19·4
23. Gross Profit as % of Total Capital employed	1·0	1·8	6·4	2·4
24. Profit after tax as % of net worth to Government	1·4	2·4	8·1	3·7
25. Sales as % of Net Capital employed	10·6	18·1	15·9	19·1

APPENDIX VIII—*contd.*

Orissa S.E.B.		Punjab S.E.B.		Uttar Pradesh S.E.B.		West Bengal S.E.B.	
61-62	65-66	61-62	65-66	61-62	65-66	61-62	65-66
5·87	20·83	97·94	153·87	87·43	252·16	15·68	59·55
..	13·99	..	3·75	..	8·19	2·00	4·91
0·28	5·77	14·61	26·04	9·92	16·68	1·75	9·04
7·85	44·04	119·65	221·51	94·04	286·05	22·50	86·38
5·37	34·24	101·53	165·32	83·87	254·77	11·78	65·02
0·20	3·35	..	21·03	8·00	13·76	0·64	2·46
5·17	30·89	101·53	144·30	75·87	241·01	11·14	62·56
0·26	7·11	5·63	46·39	13·84	87·56	1·76	42·33
8·03	48·42	134·26	228·31	97·94	291·70	24·92	87·94
6·05	39·65	112·55	164·14	91·92	271·00	19·31	71·39
0·18	2·43	14·61	4·72	1·92	2·57	(—)0·72	(—)0·68
6·05	23·26	112·55	158·59	89·35	254·73	14·96	58·87
2·23	6·29	9·99	19·83	8·75	22·67	2·47	9·97
2·23	6·20	9·72	19·16	7·84	22·31	2·47	9·91
0·49	1·18	4·13	7·95	2·87	8·38	0·11	2·06
0·44	1·03	4·13	7·75	2·87	8·17	0·09	1·84
0·34	1·10	6·46	6·63	3·09	10·00	0·08	1·22
0·10	(—)0·07	(—)2·33	1·12	(—)0·22	(—)1·83	0·01	0·62
0·02	0·14	..	0·59	0·33	..	0·04	0·10
0·08	(—)0·21	(—)2·23	0·53	(—)0·55	(—)1·83	(—)0·03	0·52
N.A.	N.A.	0·47	4·57	N.A.	N.A.	1·83	7·27
			(Figures for Ratios)				
22·0	19·0	42·5	41·5	36·6	37·6	4·5	20·8
6·1	2·4	3·1	3·5	2·9	2·9	0·4	2·3
7·3	4·4	3·7	4·9	3·2	3·2	0·6	3·1
36·8	15·6	8·6	11·8	8·5	8·2	12·8	13·9

APPENDIX IX

(*See* para 6·13)

Consolidated position showing allocation of revenues of 12 *State Electricity Boards* & *DESU according to the Electricity (Supply) Act,* 1948

(Rs. in crores)

	1961-62	1962-63	1963-64	1964-65	1965-66
Excess of Revenues over operating, maintenance & administration expenses	27·71	35·04	43·92	54·07	57·17
Less provision for Income-taxes	0·45	0·71	0·34	0·20	..
Balance available for allocation	27·26	34·33	43·58	53·87	57·17
Allocated to :					
(i) Provision for Depreciation	10·25	12·93	14·71	16·12	19·91
(ii) Interests on Bonds, stocks and other loans guaranteed and/or not guaranteed	0·58	1·32	1·95	2·88	3·43
(iii) Interest on sums paid by Govt. under guarantee	..	..	..	..	..
(iv) Intangible assets written off	0·01	0·02	0·02	0·04	0·06
(v) General Reserve	1·35	1·66	2·04	2·01	2·40
(vi) Interest on Government loan capital	20·42	22·28	27·04	31·64	41·52
TOTAL (i) to (vi)	32·61	38·21	45·76	52·69	67·32
BALANCE	—5·35	—3·88	—2·18	1·18	—10·15
To be appropriated to Development Fund.					
It has been transferred as follows :					
Development Fund	0·40	0·21	0·39	0·53	0·27
Redemption of Loans Fund	0·51	1·03	2·02	2·87	3·71
Balance in Revenue Account	—6·26	—5·12	—4·59	—2·22	—14·13
	—5·35	—3·88	—2·18	1·18	—10·15

APPENDIX X

(*See* para 6·18)

Statement showing tariff rates of State Electricity Boards and Licensees

	Andhra Pradesh State Electricity Board	Assam State Electricity Board	Bihar State Electricity Board	Damodar Valley Corporation	Gujarat Electricity Board	Kerala State Electricity Board	Madhya Pradesh Electricity Board
	1	2	3	4	5	6	7
(A) L. T. SUPPLY							
(a) *Lighting & Fans*	1st 50 units 33 Ps. Next 50 units 25 Ps. Above 100 units 20 Ps. Minimum Bill Rs. 3·00	First 30 units 37 Ps. Next 60 units 35 Ps. Balance 33 Ps. Minimum Bill Rs. 2·00	30 Ps. per unit. Minimum Bill Rs. 1·50.	. .	31 Ps. per unit. Minimum Bill Rs 1·50.	30 Ps. per unit. Minimum Bill Rs. 2·00	28 Ps. per unit. Minimum Bill Rs. 2·00
(b) *Domestic Power*	(Domestic Bulk Supply) F.C. Rs. 12 for 2Kw Rs. 6 for additional E.C. 12 Ps KW unit. Minimum Payment of F.C.	First 50 units 19 Ps. Balance 17 Ps. Minimum Bill Rs. 2/- KW Rs. 1·50/- KW	Do.	. .	15 Ps. per unit. Minimum Bill Rs. 4·00—1 phase Rs. 10·00—3 phase.	15 Ps. per unit. Minimum Bill Rs. 4·00	13 Ps. per unit. Minimum Bill Rs· 5·00
(c) *Motive Power* Average rate for 10 H.P. Load—1,500 KWH per month.	12 Ps/Unit Minimum Bill Rs. 5/- BHP	16 Ps/Unit Minimum Bill Rs. 4/- KW	18 Ps/Unit Minimum Bill Rs. 10/KVA	. .	15·4 Ps./Unit Minimum Bill Rs. 5/BHP	12 Ps/unit. Minimum Bill Rs. 3/KW	13 Ps/Unit Minimum Bill 30 units/BHP
(d) *Agricultural Supply*							
(B) H. T. SUPPLY	20 Ps/Unit Minimum Bill Rs. 35/- BHP/annum	14 Ps/unit Minimum Bill Rs. 4/- KW month	15 Ps/ unit	. .	14 Ps/unit Minimum Bill Rs. 35/BHP/annum	8 Ps/unit Minimum Bill Rs. 5/	11 Ps/unit Minimum Bill 30 units/BHP
Average rate for 1000KW Average load—60% L.F. 0·9 PF.	12·45 Ps/unit.	8·23 Ps/unit.	8·33 Ps/unit.	6·06 Basic+ 1·40 Ps. Fuel Surcharge 7·46	8·90 Ps. Basic 0·80 Ps. Fuel Surcharge June '68 9·70	6·84 Ps.	7·60 Ps. (Chambal) 6·68 Ps. (Korba)

APPENDIX X—(*Contd.*)

	Tamil Nadu State Electricity Board	Maharashtra State Electricity Board	Mysore State Electricity Board	Orissa State Electricity Board
	8	9	10	11
(A) L.T. SUPPLY				
(a) *Lighting and Fans*	First 50 units —32 Ps/unit Next 50 „ —27 Ps. unit Balance „ —24 „ Minimum Bill Rs. 1·75	First 30 units —31 Ps/unit Balance—25 Ps. unit Minimum Bill Rs. 2·20	26 Ps/unit (Domestic) 30 Ps/unit (Commerical) Minimum Bill Rs. 1·50 (Domestic) Minimum Bill Rs. 2·50 (Commerical) for every 250 watts.	First 30 units—25Ps Next 50 units—20 Ps Balance units—13 Ps Minimum Bill Rs. 1·50/1KW—Re 1·0 for each additional KW.
(b) *Domestic Power*	(Domestic Bulk Supply) F.C. Rs. 16/2 KW, 8/-1 KW E.C. Rs. 14 Ps/unit	13·2 Paise Minimum Bill Rs. 5·5—1 phase Rs. 11—3 phase	9 Paise/unit Minimum Bill Rs. 5/KW or BHP	Do.
(c) *Motive Power*	12 Ps/unit Minimum Bill Rs. 2·50/BHP/ month	15·1 Ps. Minimum Bill Rs. 4·95/BHP/ month	10 Ps/unit Minimum Bill Rs. 5/BHP/month	14 Ps. Minimum Bill Rs.6/ KW/month
(d) *Agricultural*	8·25 Ps/unit Minimum Bill Rs. 17·50/BHP/ per annum	13·5 Ps/unit Minimum Bill Rs. 40/BHP/ per annum	10 Ps/unit Minimum Bill Rs. 24/BHP/annum	12 Ps. Minimum Bill Rs. 24/BHP/annum
(B) H.T. SUPPLY	6·69 Ps/unit Fuel Surcharge for Madras area only. 7·95 Ps (June 1968)	Hydro—7·13 Ps. Thermal—8·22 Ps. Basic+ Fuel Surchage	5·13 Ps/unit	10 Ps.

	Punjab S.E.B.	Rajasthan S.E.B.	Uttar Pradesh S.E.B.	West Bengal S.E.B.	Tatas	Calcutta Electric Supply Corporation
	12	13	14	15	16	17
(A) L.T. SUPPLY						
(a) *Lighting & Fans*	First 15 units—31·25P Next 25 units—12·5P Balance units 6·25P Minimum Bill Re. 1	37 P/unit Minimum Bill Rs. 2	24 P (Lucknow, Allahabad, Kanpur) 35 P (Other Places) Minimum Bill Rs. 3	36 P/unit Minimum Bill Rs. 2	..	16·75 Ps/unit
(b) *Domestic Power*	..	19P/unit Minimum Bill Rs. 3	14P (Lucknow, Allahabad, Kanpur) 23P (Other places) Minimum Bill Rs. 3	13P Minimum Bill Rs. 2	..	9. Ps./unit
(c) *Motive Power*	10·7P Unit Minimum Bill Rs. 2.50/ KW/month	12·5P/unit Minimum 30 units/BHP/ month	15P Minimum Bill Rs. 100/ BHP/annum	15P/unit Minimum Bill Rs. 36/ BHP annum	..	9·16 Basic 3·24 Fuel Surcharge 12·40

(d) *Agricultural* .	. 10·04P/unit Minimum Bill Re. 1/BHP/ month	12P/unit Minimum Bill Rs. 42/BHP/ annum	Do.	12P/unit Minimum Bill Rs. 18/BHP/ annum	..	Do.
B) H.T. SUPPLY	6·08P/unit	7·26P/unit	9·33P basic 0·77P Fuel Surcharge ——— (Sep. 1968) 10·10	8·93P basic 1·71P Fuel Surcharge ——— (1967-68) 10·64	7·05Ps.	6·50 Ps. Basic 3·24 Ps. Fuel Surcharge ——— 9·74

	The Ahmedabad Electricity Co. Ltd.	Bombay Suburban Electric Supply Ltd.	B.E.S. & T. Undertaking	The Surat Electricity Co. Ltd.	South Madras Electric Company Ltd.	Delhi Electric Supply Undertaking
	18	19	20	21	22	23
(A) L.T. SUPPLY						
(a) *Lighting & Fans* .	First 12 units—25 Ps. Balance 23 Ps	17 Ps per unit Minimum Bill Rs. 2	10 Ps/unit	29·4 Ps.	First 50 units 31 Ps. Next 50 units 28 Ps. Balance 24 Ps. Minimum Bill Rs. 2	17 Ps.
(b) *Domestic Power* .	10 Ps/unit	7·20 Ps/unit Minimum Bill Rs. 3	10 Ps/unit	14·55 Ps.	(Domestic Bulk Supply) F.C. Rs. 11/ for/2KW Rs. 6/KW excess	13 Ps. Minimum Bill Rs. 2·50 upto 5 KW Rs. 3/KW above 5KW
(c) *Motive Power* (Industrial) .	11·49 Ps. Basic	9·01 Ps.	11 Ps.	13·79 Ps.	14 Ps. Minimum Bill Rs. 3/BHP	14 Ps. Minimum Bill Rs. 4/KW
(d) *Agricultural* .	..	..	..	Do.	9 Ps. Minimum Bill Rs. 175/ BHP	
(B) H.T. SUPPLY	8·57 Basic 1·37 Ps. Fuel Surcharge ——— 9·74	6·77 Ps. 1·37 Ps. Fuel Surcharge ——— 8·14	7·05Ps.	8·90 Basic 0·80 Fuel Surcharge ——— 9·70	7·08 Ps.	11·55 Ps. basic plus Fuel Surcharge.

APPENDIX XI

(*See* para. 6·19)

Sources and the uses of Funds in Capital Formation of Electricity Industry during 4 years from 1962-63 to 1965-66 in respect of 61 Private Undertakings

(Rupees in Crores)

	Amount at the end of 1961-62	Amount at the end of 1965-66	Capital formation in 4 years			8 Big undertakings		14 Medium undertakings		39 Small under takings	
			Amount	% increase on 1961-62	% on total formation	Amount Rs./crores	%	Amount Rs./crores	%	Amount Rs./crores	%
SOURCES OF FUNDS											
A. *Internal Sources*											
1. Capitalisation of reserves	0·26	0·26	..	..	..	..	..	..	..	..	..
2. Reserves & Surpluses	26·76	40·61	13·85	51·8	20·9	12·09	21·6	1·32	16·9	0·44	17·4
(a) Capital Reserves	1·52	1·64	0·12	7·9	0·2	0·12	0·2	..	..	..	..
(b) Statutory Reserves	6·57	12·04	5·47	83·3	8·2	4·68	8·4	0·55	7·0	0·24	9·5
(c) Other Reserves & Surpluses	18·67	26·93	8·26	44·2	12·5	7·29	13·0	0·77	9·9	0·20	7·9
3. Provisions	51·28	69·14	17·86	34·8	27·0	15·14	27·1	1·99	25·5	0·73	28·8
(a) Depreciation	45·04	62·42	17·38	38·6	26·3	14·79	26·5	1·97	25·2	0·62	24·5
(b) Others	6·24	6·72	0·48	7·7	0·7	0·35	0·6	0·02	0·3	0·11	4·3
Total Internal Sources	78·30	110·01	31·71	40·5	47·9	27·23	48·7	3·31	42·4	1·17	46·2
B. *External Sources*											
1. Share Capital issue	39·44	40·67	1·23	3·1	1·8	1·18	2·1	..	..	0·05	2·0
2. Capital Cont. for Service Lines	5·43	9·23	3·80	70·0	5·7	2·33	4·2	0·79	10·1	0·68	26·9
3. Borrowings (Long Term)	31·26	51·12	19·86	63·5	30·0	17·90	32·0	1·93	24·7	0·03	1·2
4. Deposit from Consumers											
5. Other creditors, deposits, short term loans etc.	13·27	22·92	9·65	72·7	14·6	7·27	13·0	1·78	22·8	0·60	23·7
Total External Sources	89·40	123·94	34·54	38·6	52·1	28·68	51·3	4·50	57·6	1·36	53·8
TOTAL FUNDS	167·70	233·95	66·25	39·5	100·0	55·91	100·0	7·81	100·0	2·53	100·0
USES OF FUNDS											
1. Gross Fixed Assets	145·16	198·37	53·21	36·7	80·3	45·24	80·9	6·12	78·3	1·85	73·1
2. Investments	3·57	5·36	1·79	50·1	2·7	1·45	2·6	0·24	3·1	0·10	4·0
3. Receivables	8·32	15·40	7·08	85·1	10·7	5·78	10·3	0·99	12·7	0·31	12·2
4. Inventories	7·41	11·76	4·35	58·7	6·6	3·47	6·2	0·78	10·0	0·10	4·0
5. Cash & Bank balances	2·10	1·96	(—)0·14	(—)6·7	(—) 0·2	(—)0·01	0·0	(—)0·31	(—)4·0	0·18	7·1
6. Intangible & Non-current assets	1·14	1·10	(—)0·04	(—)3·5	(—)0·1	(—)0·02	0·0	(—)0·01	(—)0·1	(—)0·01	(—)0·4
Total Uses	167·70	233·95	66·25	39·5	100·0	55·91	100·0	7·81	100·0	2·53	100.0

APPENDIX XII

(*see* para 6·21)

Combined Balance sheet of 61 Undertakings in Private Sector of Electricity Industry

(Rs. in crores)

	1961-62	1962-63	1963-64	1964-65	1965-66
Capital and Liabilities					
1. Paid up Capital	39·70	39·90	40·03	40·63	40·93
(a) Preference	6·14	6·14	6·16	6·22	6·13
(b) Ordinary	33·56	33·76	33·87	34·41	34·62
(of them Bonus Share)	(0·26)	(0·26)	(0·26)	(0·26)	(0·26)
2. Reserves & Surpluses	26·76	28·68	32·58	36·63	40·61
(a) Capital Reserves	1·52	1·52	1·52	1·52	1·64
(b) Statutory Reserves	6·57	7·34	8·88	10·77	12·04
(c) Free Reserves & Surpluses	18·67	19·82	22·18	24·34	26·93
3. Capital Cont. from Cons, for Service Lines	5·43	6·14	7·03	7·94	9·23
4. Long Term Borrowings	31·26	33·35	42·08	48·34	51·12
5. Provisions	6·24	5·40	6·72	7·58	6·72
6. Current Liabilities	13·27	21·10	21·23	19·85	22·92
TOTAL (1 to 6)	122·66	134·57	1149·67	160·97	171·53
Assets					
7. Gross Fixed Assets	141·69	149·69	162·91	171·36	194·48
Less Depreciation	45·04	48·92	53·02	57·35	62·42
	96·65	100·77	109·89	114·01	132·06
Add Work-in-Progress	3·47	7·50	11·11	16·43	3·89
Net Fixed Assets	100·12	108·27	121·00	130·44	135·95
8. Investments	3·57	3·69	4·05	4·72	5·36
9. Current Assets	17·83	21·52	23·38	24·64	29·12
(a) Inventories	7·41	9·12	9·84	10·01	11·76
(b) Receivables	8·32	10·66	11·40	13·47	15·40
(c) Cash & Bank	2·10	1·74	2·14	1·16	1·96
10. Intangible & Misc. Non-Current Assets	1·14	1·09	1·24	1·17	1·10
TOTAL (7 to 10)	122·66	134·57	149·67	160·97	171·53
	65·32	67·49	71·37	76·09	80·44
Net Capital Employed	103·15	108·07	121·72	133·54	141·89
Total Capital Employed	122·66	134·57	149·67	160·97	171·53

APPENDIX XIII

(See para 6·23)

Financial Ratios of 61 electricity undertakings in Private Sector

(i) *Gross Profit as a % of Sales*

	1961-62	1962-63	1963-64	1964-65	1965-66
Cross Section					
East Region					
Total	17·5	18·9	21·9	23·9	19·5
Big units	16·9	19·9	23·3	25·3	20·7
Medium units	19·2	14·5	17·6	18·5	13·9
Small Units	18·6	18·1	16·6	21·0	20·4
North Region					
Total	16·1	12·1	13·2	12·1	9·6
Big units	..	..	..	..	..
Medium units	17·0	14·4	12·8	12·9	8·0
Small units	15·4	11·7	13·7	9·8	11·9
South Region					
Total	23·4	23·0	23·2	22·0	19·9
Big units	26·4	25·3	26·8	22·8	19·0
Medium units	19·7	20·4	19·9	20·7	20·3
Small units	24·3	24·0	26·6	26·5	21·4
West Region					
Total	26·5	24·6	27·8	28·5	24·7
Big units	29·5	26·3	29·7	30·5	26·1
Medium units	15·6	14·0	15·3	15·9	15·8
Small units	18·7	20·5	19·1	15·2	17·3
All India					
Total	22·3	21·7	24·9	26·0	22·1
Big units	23·6	23·5	27·1	28·2	23·8
Medium units	17·9	14·9	16·5	17·3	14·7
Small units	18·3	17·3	17·1	16·8	17·8

(ii) *Gross Profit as % of Total Capital employed*

	1961-62	1962-63	1963-64	1964-65	1965-66
Cross Section					
East Region					
Total	7·7	8·9	11·1	12·7	10·2
Big units	6·8	8·8	11·1	13·0	10·2
Medium units	13·1	9·6	12·7	13·5	9·9
Small units	8·7	8·4	8·0	10·0	10·5
North Region					
Total	7·4	5·9	7·0	6·3	5·0
Big units	..	..	..	..	..
Medium units	6·8	5·6	6·0	6·3	4·0
Small units	9·0	6·7	9·3	6·3	7·4
South Region					
Total	10·0	9·8	10·4	10·5	10·3
Big units	10·6	10·2	11·7	10·7	10·3
Medium units	9·6	9·4	9·1	10·7	10·2
Small units	7·7	6·7	6·3	6·0	11·1
West Region					
Total	8·1	8·0	10·3	10·9	9·8
Big units	8·2	8·0	10·4	11·1	9·9
Medium units	7·1	7·1	8·8	9·2	8·2
Small units	9·7	10·6	10·3	8·3	9·0

APPENDIX XIII—*Contd.*

	1961-62	1962-63	1963-64	1964-65	1965-66
(ii) *Gross Profit as % of Total Capital employed*—contd.					
All India					
Total	8·0	8·3	10·5	11·4	9·8
Big units	7·8	8·3	10·6	11·6	10·0
Medium units	9·5	8·1	9·9	10·6	8·6
Small units	9·0	8·9	8·9	8·7	9·3
(iii) *Net Profit after tax as % of Net Worth*					
Cross Sections					
Total	5·0	5·1	9·1	9·3	7·3
Big units	3·9	4·6	8·9	8·9	6·8
Medium units	11·2	7·1	10·4	11·7	9·9
Small units	11·3	9·2	9·5	12·2	11·5
North Region					
Total	9·3	7·0	7·7	7·6	5·3
Big units	..	..	..	..	..
Medium units	8·4	6·5	6·3	7·2	3·7
Small units	11·5	8·0	11·3	8·4	9·6
South Region					
Total	11·2	11·1	12·5	12·1	12·9
Big units	11·2	10·6	12·4	10·5	11·8
Medium units	11·5	11·9	12·8	14·8	12·3
Small units	6·2	7·8	9·6	12·9	14·6
West Region					
Total	9·7	8·6	11·6	12·1	14·0
Big units	9·8	8·7	11·9	12·4	14·5
Medium units	8·6	7·7	9·0	9·7	9·0
Small units	9·1	9·5	9·9	8·4	9·1
All India					
Total	7·8	7·2	10·6	10·8	11·1
Big units	7·4	7·0	10·7	10·9	11·4
Medium units	10·0	7·7	9·7	10·8	9·4
Small units	10·3	9·1	10·0	10·2	10·4

APPENDIX XIV

(*See* para 6·23)

Analysis of Highest and Lowest Profitability Ratios in Private Sector

HIGHEST RATIO

(a) *Ratio of Gross Profits to sales*

Region	1961-62		1962-63		1963-64		1964-65		1965-66	
	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit
Eastern . .	19·3	Med.	19·9	Large	23·3	Large	25·3	Large	20·7	Large
Northern . .	17·0	Med.	14·4	Med.	13·7	Small	12·9	Med.	11·9	Small
Sourthern .	26·4	Large	25·3	Large	26·8	Large	26·5	Small	21·4	Small
Western . .	29·5	Large	26·3	Lzrge	29·7	Large	30·5	Large	26·1	Large

(b) *Ratio of Gross Profit to Capital Employed*

Region	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit
Eastern . .	13·1	Med.	9·6	Med.	12·7	Med.	13·5	Med.	10·5	Small
Northern . .	9·0	Small	6·7	Small	9·3	Small	6·3	Med. & Small	7·4	Small
Southern . .	10·6	Large	10·2	Large	11·7	Large	10·7	Med. & Large	11·1	Small
Western . .	9·7	Small	10·6	Small	10·4	Large	11·1	Large	9·9	Large

(c) *Ratio of Net Profit after tax to Net Worth*

Region	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit
Eastern . .	11·3	Small	9·2	Small	10·4	Med.	12·2	Small	11·5	Small
Northern . .	11·5	Small	8·0	Small	11·3	Small	8·4	Small	9·6	Small
Sourthern .	11·5	Med.	11·9	Med.	12·8	Med.	14·8	Med.	14·6	Small
Western . .	9·8	Large	9·5	Small	11·9	Large	12·4	Large	14·5	Large

LOWEST RATIO

(a) *Ratio of Gross Profits to Sales*

Region	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit
Eastern . .	16·9	Large	14·5	Med.	16·6	Small	18·5	Med.	13·9	Med.
Northern . .	15·4	Small	11·7	Small	12·8	Med.	9·8	Small	8·0	Med.
Sourthern .	19·7	Med.	20·4	Med.	19·9	Med.	20·7	Med.	19·0	Large
Western . .	15·6	Med.	14·0	Med.	15·3	Med.	15·2	Small	15·8	Med.

(b) *Ratio of Gross Profit to Capital Employed*

Region	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit
Eastern . .	6·8	Large	8·4	Small	8·0	Small	10·0	Small	9·9	Med.
Northern . .	6·8	Med.	5·6	Med.	6·0	Med.	..	..	4·0	Med.
Southern . .	7·7	Small	6·7	Small	6·3	Small	6·0	Small	10·2	Med.
Western . .	7·1	Med.	7·1	Med.	8·8	Med.	8·3	Small	8·2	Med.

(c) *Ratio of Net Profit after tax to Net Worth*

Region	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit	Ratio	Unit
Eastern . .	3·9	Large	4·6	Large	8·9	Large	8·9	Large	6·8	Large
Northern . .	8·4	Med.	6·5	Med.	6·3	Med.	7·2	Med.	3·7	Med.
Southern . .	6·2	Small	7·8	Small	9·6	Small	10·5	Large	11·8	Large
Western . .	8·6	Med.	7·7	Med.	9·0	Med.	8·4	Small	9·0	Med.

APPENDIX XV

(*See* para 6·26)

Limited companies paying and not paying dividends during the period 1961-62 *to* 1965-66

Year	Total number of companies	Number paying dividend	Number not paying dividend	Col. (3) as % of Col. (2)
1	2	3	4	5
Big units				
1961-62	8	8	..	100·0
1962-63	8	8	..	100·0
1963-64	8	8	..	100·0
1964-65	8	8	..	100·0
1965-66	8	8	..	100·0
Medium units				
1961-62	14	14	..	100·0
1962-63	14	14	..	100·0
1963-64	14	14	..	100·0
1964-65	14	14	..	100·0
1965-66	14	14	..	100·0
*Small units**				
1961-62	38	29	9	76·3
1962-63	38	29	9	76·3
1963-64	38	31	7	81·6
1964-65	38	31	7	81·6
1965-66	38	31	7	81·6
Total Units				
1961-62	60	51	9	85·0
1962-63	60	51	9	85·0
1963-64	60	53	7	88·3
1964-65	60	53	7	88·3
1965-66	60	53	7	88·3

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*There is one partnership firm not included here. Its withdrawal is not available.

APPENDIX XVI

(*See* para 8·1)

The Existing Wage Structure in Electricity Undertakings—Public Sector

Technical

(Rs. per month)

Undertakings	Date of ref.	Mazdoor				Jr. Artisan			
		Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1. Andhra Pradesh S.E.B.	May-67	50·00	42·00	92·00	Unskilled	55·00	42·00	97·00	Mazdoor Semiskilled
2. Assam S.E.B.	Feb-68	80·00	30·00	110·00	Mate	85·00	30·00	115·00	Handyman
3. Bihar S.E.B.	Sept-67	42·50	76·59	119·09		45·00	77·09	122·09	Helper Semi-skilled
4. Gujarat E.B.	Mar-67	40·00	87·00	127·00	Manual Worker	60·00	92·00	152·00	Gr. II
5. Maharashtra S.E.B.	Dec-67	35·00	105·00	140·00	Mazdoor	45·00	105·00	150·00	
		45·00	105·00	150·00	Helper				
6. *Madras S.E.B.	July-68	55·00	65·00	120·00		85·00	65·00	150·00	Asstt. Operator Gr. I
						80·00	65·00	145·00	Do. Gr. II
7. Mysore S.E.B.	Aug.-67	55·00	47·00	102·00	Labour II Class	60·00	47·00	107·00	Maistry II Class
8. Punjab S.E.B.	Feb.-68	70·00	65·00	135·00	Mazdoor	80·00	65·00	150·00	Helper
		65·00	65·00	130·00	Khalasi				
9. Rajasthan S.E.B.	Jan.-67	50·00	59·00	109·00	Helper II	75·00	59·00	134·00	Artisan II
						65·00	59·00	124·00	Helper I
10. U.P.S.E.B.	Dec.67	65·00	44·00	109·00	Skilled Maz.	100·00	44·00	144·00	Fitter
		60·00	44·00	104·00	Line Mazdoor				
11. W.B.S.E.B.	May-67	60·00	48·00	108·00		110·00	63·00	173·00	Asstt. Mech.
12. Delhi E.S.U.	Dec.-67	70·00	65·00	135·00		80·00	65·00	135·00	Helper

*D.A. includes Interim Relief granted in Nov., 1967 and June, 1968.

APPENDIX XVI—(*Contd.*)

Technical—(*Contd.*)

Undertaking	Lineman				Mechanic				Inspector			
	Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1. Andhra Pradesh S.E.B.	55·00	42·00	97·00	Semi-skilled	60·00	42·00	102·00	Gr. V	105·00	66·00	171·00	Electrical Inspector and Maintenance
	60·00	42·00	102·00	Skilled Gr. V	75·00	42·00	117·00	Gr. IV				
	75·00	42·00	117·00	,, Gr. II	80·00	42·00	122·00	Gr. III				
	80·00	42·00	122·00	,, Gr. I	95·00	65·00	160·00	Gr. II	170·00	74·00	244·00	Meter Inspector Executive
					105·00	66·00	171·00	Gr. I				
2. Assam S.E.B.	140·00	30·00	170·00	,, Gr. II	175·00	30·00	205·00	Gr. I	150·00	30·00	180·00	Line Inspector
	175·00	30·00	205·00	,, Gr. I	140·00	30·00	170·00	Gr. II				
3. Bihar S.E.B.	55·00	81·09	136·09	Jr. Lineman	130·00	86·59	216·59	Gr. I	130·00	86·59	216·59	
	70·00	79·09	149·09	Lineman	100·00	79·09	179·09	Gr. II				
	100·00	79·09	179·09	Head Lineman	70·00	79·09	149·09	Gr. III				
4. Gujarat E.B.	60·00	92·00	152·00	Lineman	150·00	130·00	280·00	Sr.	80·00	115·00	195·00	Gr. I
	45·00	87·00	132·00	Asstt. Lineman	80·00	115·00	195·00	Gr. I	60·00	92·00	152·00	Gr. II
					60·00	115·00	175·00	Gr. II				
5. Maharashtra S.E.B.	45·00	105·00	150·00	,, ,,	90·00	105·00	195·00	A	90·00	105·00	195·00	Gr. I
					70·00	105·00	175·00	B	70·00	105·00	175·00	Gr. II
6. *Madras S.E.B.	85·00	65·00	150·00	Lineman Gr. II	105·00	91·00	196·00	2nd Gr.	135·00	91·00	206·00	1st Gr.
					115·00	91·00	206·00	1st Gr.				
7. Mysore S.E.B.	100·00	65·00	165·00	Ist Class	100·00	65·00	165·00	Gr. I				
	60·00	47·00	107·00	2nd Class	80·00	47·00	127·00	Gr. II				
	55·00	47·00	102·00	3rd Class	60·00	47·00	107·00	Gr. III				
8 Punjab S E.B.	110·00	91·00	201·00	Lineman	105·00	65·00	170·00		180·00	114·00	294·00	Installation Inspector
	105·00	65·00	170·00	Elec. Gr. II								
	80·00	65·00	145·00	Asstt. Lineman								
9. Rajasthan S.E.B.	120·00	84·00	204·00	Head ,,	105·00	59·00	164·00	I	105·00	59·00	164·00	Meter Inspector
	105·00	59·00	164·00	Lineman I	75·00	59·00	134·00	II				
	75·00	59·00	134·00	,, II								
10. U.P. S.E.B.	100·00	44·00	144·00	Non-ITI	225·00	93·00	318·00	Instr. Mech.	175·00	77·00	252·00	Line Inspector
	80·00	44·00	124·00	I.T.I.	160·00	77·00	237·00	Mech. Fitter	250·00	80·00	330·00	,, ,,
11. W.B. S.E.B.	140·00	63·00	203·00	Lineman	140·00	63·00	203·00					
	110·00	63·00	173·00	Asstt. Lineman	110·00	63·00	173·00	Asstt. Mech.				
12. Delhi E.S.U.	110·00	91·00	201·00	Lineman Gr. I	205·00	114·00	319·00		210·00	137·00	347·00	Gr. I
	85·00	65·00	150·00	,, Gr. II					180·00	114·00	294·00	Gr. II

*D.A includes Interim Relief granted in Nov., 1967 and June, 1968.

APPENDIX XVI—(*Contd.*)

Technical—(*Contd.*)

Undertaking	Foreman				Engineer			
	Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1. Andhra Pradesh S.E.B.	80·00	42·00	122·00	VI Grade	..	..	..	..
	95·00	65·00	160·00	V ,,				
	105·00	66·00	171·00	II, III & IV Gr.				
	150·00	74·00	224·00	Ist Gr.				
2. Assam S.E.B.	350·00	20·00	370·00	Incharge	400·00	20·00	420·00	Asstt. Engineer
	240·00	30·00	270·00	Jr.				
3. Bihar S.E.B.	300·00	94·09	394·09	General	..	..	..	..
	200·00	99·00	299·09	Gr. I				
	130·00	86·59	216·59	Gr. II				
4. Gujarat E.B.	250·00	155·00	405·00	Foreman Sr.	500·00	200·00	700·00	Shift charge
	100·00	115·00	215·00	,, Line	275·00	180·00	455·00	Asstt. Shift Charge
	60·00	92·00	152·00	,, Asstt.				
5. Maharashtra S.E.B.	250·00	120·00	370·00	Head	450·00	125·00	575·00	Shift Eng.
					300·00	120·00	420·00	Asstt. Shift Eng.
					225·00	120·00	345·00	Jr. Eng.
6. *Madras S.E.B.	325·00	137·00	462·00	Special Gr.	375·00	137·00	512·00	Asstt. Eng.
	180·00	114·00	294·00	Gr. I				
	160·00	114·00	274·00	Gr. II				
	135·00	91·00	226·00	Gr. III				
	105·00	91·00	196·00	Gr. IV				
	98·00	91·00	189·00	Gr. V				
7. Mysore S.E.B.	150·00	90·00	240·00	Supervisor	300·00	110·00	410·00	Asstt. Eng.
	110·00	70·00	180·00	Jr. Supervisor	250·00	110·00	360·00	Jr. Eng.
8. Punjab S.E.B.	180·00	114·00	294·00					
	190·00	114·00	304·00	Mechanical & Electrical	325·00	137·00	462·00	Jr. Eng.
9. Rajasthan S.E.B.	170·00	106·00	276·00	Foreman I	285·00	128·00	413·00	Asstt. Eng.
	120·00	84·00	204·00	Foreman II	255·00	128·00	383·00	(Jr.) Degree Holder
	105·00	59·00	164·00	Foreman III	180·00	106·00	286·00	(Jr.) Diploma Holder
10. U.P. S.E.B.	350·00	93·00	443·00		300·00	93·00	393·00	Asstt. Eng.
	225·00	93·00	318·00	Asstt. Foreman				
11. W. B. S.E.B.	275·00	80·00	355·00	Gr. I	700·00	80·00	780·00	Shift Charge Engineer
	225·00	80·00	305·00		200·00	75·00	275·00	Jr. Engineer
12. Delhi E.S.U.	325·00	137·00	462·00		350·00	137·00	487·00	Asstt. Engineer/ Shift Engineer

*D.A. includes Interim Relief granted in Nov., 1967 and June, 1968.

APPENDIX XVI—(*Contd.*)

Clerical and Administrative

Undertaking	Watchman				Meter Reader			
	Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1. Andhra Pradesh **S.E.B.**	60·00	42·00	102·00	Skilled Gr. V	90·00	65·00	155·00	Executive Ministerial
	55·00	42·00	97·00	Semi-skilled	80·00	42·00	122·00	Gr. I
	50·00	42·00	92·00	Unskilled	65·00	42·00	107·00	Gr. III
2. Assam S.E.B.	80·00	30·00	110·00	..	205·00	30·00	235·00	Sr. Meter Reader
					130·00	30·00	160·00	Meter Reader
					110·00	30·00	140·00	Unqualified Meter Reader
3. Bihar S.E.B.	42·50	76·59	119·09	..	70·00	79·09	149·09	.. .. ..
4. Gujarat E.B.	40·00	87·00	127·00	..	70·00	115·00	185·00	.. .. ..
5. Maharashtra S.E.B.	35·00	105·00	140·00	..	65·00	105·00	170·00	Foreman & Meter Reader
6. *Madras S.E.B.	64·00	65·00	129·00	Gorkha	..	..	..	
	55·00	65·00	120·00	..				..
7. Mysore S.E.B.	50·00	47·00	97·00	..	70·00	47·00	117·00	..
8. Punjab S.E.B.	65·00	65·00	130·00	..	100·00	65·00	165·00	..
9. Rajasthan S.E.B.	45·00	59·00	104·00	Class IV Employees	75·00	59·00	134·00	Gr. I
					65·00	59·00	124·00	Gr. II
10. U.P. S.E.B.	55·00	44·00	99·00	..	80·00	44·00	124·00	..
11. W.B. S.E.B.	60·00	48·00	108·00	..	125·00	63·00	188·00	Meter Reader-*cum*-Clerk
					110·00	63·00	173·00	Meter Reader-*cum*-Repairer
12. Delhi E.S.U.	70·00	65·00	135·00		110·00	91·00	201·00	.. .. ..

*D. A. incfudes **Interim Relief** graned in Nov. 1967 and June, 1968.

APPENDIX XVI—(*Contd.*)

Clerical and Administrative—(*Contd.*)

Undertaking	Clerk				Stenographer			
	Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1. Andhra Pradesh S.E.B.	80·00	42·00	122·00	Job Clerk	..	..	..	..
2. Assam S.E.B.	130·00	30·00	160·00	..	425·00	20·00	445·00	Gr. I
					325·00	20·00	345·00	Gr. II
					200·00	30·00	230·00	Gr. III
3. Bihar E.B.	70·00	79·00	149·00	..	175·00	97·84	272·84	Gr. I
					120·00	84·09	204·09	Stenographer
4. Gujarat S.E.B.	70·00	115·00	185·00	..	275·00	180·00	455·00	Sr.
					150·00	130·00	280·00	Jr.
5. Maharashtra S.E.B.	65·00	105·00	170·00	L.D.C.	150·00	110·00	260·00	..
6. *Madras S.E.B.	90·00	68·00	158·00	..	..	..	..	..
7. Mysore S.E.B.	80·00	47·00	127·00	2nd Gr. Clerk	225·00	110·00	335·00	Steno-typist (Spl.Gr.)
8. Punjab S.E.B.	108·00	65·00	173·00	..	160·00	114·00	274·00	Jr.
9. Rajasthan S.E.B.	90·00	59·00	149·00	..	200·00	106·00	306·00	I
					170·00	106·00	276·00	II
					140·00	84·00	224·00	III
10. U.P. S.E.B.	100·00	44·00	144·00	Routine Gr. Clerk	200·00	77·00	277·00	(Rs.25/as special pay)
					160·00	77·00	237·00	..
					120·00	62·00	182·00	..
11. W.B. S.E.B.	125·00	63·00	188·00	L.D.C.	175·00	75·00	250·00	..
12. Delhi E.S.U.	110·00	91·00	201·00	..	210·00	137·00	347·00	Sr. Stenographer
					130·00	91·00	221·00	..

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*Includes Interiam relief granted in November 1967 and June 1968.

APPENDIX XVI—(*Contd.*)

Clerical and Administrative —(*Contd.*)

Undertaking	Accountant				Superintendent (Establishment)				Accounts Officer			
	Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1. Andhra Pradesh S.E.B.	..	..	..	..	..	..	..	..	..	..	..	..
2. Assam S.E.B. . .	..	..	..	..	500·00	10·00	510·00	..	350·00	20·00	370·00	..
3. Bihar S.E.B. . .	175·00	97·84	272·84	Accountant & Auditor	175·00	97·84	272·84	Head Asstt.	..	..	..	..
4. Gujarat E.B. . .	275·00	180·00	455·00	Cost Accountant	275·00	180·00	455·00	..	450·00	190·00	640·00	
5. Maharashtra S.E.B. .	250·00	120·00	370·00	Divisional Accountant	250·00	120·00	370·00	..	450·00	125·00	575·00	..
	170·00	115·00	285·00	Asstt. Accountant								..
6. *Madras S.E.B. .	240·00	137·00	377·00	Sr.	250·00	137·00	387·00	..	600·00	120·00	720·00	..
	190·00	114·00	304·00	Jr.								
7. Mysore S.E.B. .	..	..	..	..	180·00	90·00	270·00	Head Clerk	350·00	110·00	460·00	..
8. Punjab S.E.B. .	270·00	137·00	407·00	S.A.S.	360·00	137·00	497·00	Circle Supdt.	..	..	..	..
	230·00	137·00	367·00	Divisional								
9. Rajasthan S.E.B. .	175·00	106·00	281·00	..	200·00	106·00	306·00	Gr. I	285·00	128·00	413·00	
					170·00	106·00	276·00	Gr. II				
10. U.P. S.E.B. . .	200·00	77·00	277·00	..	350·00	93·00	443·00	..	500·00	49·00	549·00	(Sr. Accounts Officer)
11. W.B. S.E.B. . .	300·00	80·00	380·00	..	300·00	80·00	380·00	Office Supdt.	325·00	80·00	405·00	..
									300·00	80·00	380·00	..
12. Delhi E.S.U. . .	330·00	137·00	467·00	Cost Accountant	325·00	137·00	462·00	..	700·00	120·00	820·00	..

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*Includes Interim relief granted in November, 1967 and June, 1968.

APPENDIX XVI—*Contd.*

The existing Wage Structure in Electricity Undertakings—Licensees' Undertakings

Technical

(Rs. per month)

S. No.	Undertakings	Date	Mazdoor				Jr. Artisan			
			Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1	The Dibrugarh Elec. Supply Co. Ltd.	Oct.'67	30·00	66·00	96·00	Jugalis	30·00 40·00	66·00 66·00	96·00 106·00	Oilman, Asstt. Blacksmith & Asstt. Fitter.
2	The Darbhanga—Laherisarai Elec. Supply Corp. Ltd.	Feb.'68	30·00	55·00	85·00	..	80·00	55·00	135·00	Fitter Gr. III
3	The Patna Electric Supply Co. Ltd., Patna	Nov.'67	40·00	91·00	131·00	..	55·00	91·00	146·00	Improver Fitter.
4	The Muzafferpore Electric Supply Co. Ltd.	Nov.'67	40·00	74·00	114·00	..	50·00	74·00	124·00	Semi-skilled-A
5	The Bhagalpore Elec. Supply Co. Ltd.	Dec.'67	40·00	70·00	110·00	..	50·00	70·00	120·00	Helper.
6	The Surat Electricity Co. Ltd., Surat	Sept.'67	35·00	142·53	177·53	..	40·00 50·00	142·53 142·53	182·53 192·53	Oilman, Mates Attendants, Petrolman.
7	The Rander Elec. Supply Co. Ltd.	Mar.'68	..	..	..	..	30·00	72·00	102·00	Helper.
8	The Broach Elec. Supply & Development Corp. Ltd.	D.A. based on Nov.'67 C.P.I. No.	30·00	109·00	139·00	Worman	..	..	..	..
9	The Ahmedabad Elec. Supply Co. Ltd., Gujarat	Sept.'67	42·00	166·29	208·29	Labourer	66·00	168·49	234·49	Semi-skilled labourer.
10	The Tinnevelly Tuticorin Elec., Supply Co. Ltd., Madras	Jan.'68	30·00	89·00	119·00	Helper II	36·00	89·00	125·00	Helper I
11	The Salem-Erode Elec. Distribution Co. Ltd., Madras	Dec.'67	30·00	98·00	128·00	..	..	..	..	..
12	Bombay Suburban Elec. Supply Ltd., Bombay	Mar.'67	45·00 39·00	190·66 190·66	235·66 229·66	..	..	..	..	..
13	Tata Hydro-Electric Supply Co. Ltd.	Nov.'67	110·00	156·00	266·00	..	120·00	170·00	290·00	Semi-skilled.
14	The Ahmednagar Elec. Supply Co. Pvt. Ltd., Ahmednagar, Mah.	Sept.'67	30·00	70·00	100·00	..	..	..	..	..
15	The Thana Elec. Supply Co. Ltd., Thana.	Mar.'67	35·00	173·12	208·12	..	..	..	..	..
16	The Amalgamated Electricity Co. Ltd., Maharashtra.	Nov.'67	35·00	105·00	140·00	..	..	..	..	..
17	The Nagpur Elec. Light & Power Co. Ltd.	Oct.'67	35·00	121·26	156·26	..	45·00	121·26	166·26	Asstt. fitter.
18	The Miraj Elec. Supply Co. Ltd., Miraj.	Feb.'68	40·00	80·00	120·00	Line Coolie	..	..	..	..
19	The Kanara Elec. Supply Ltd.	Aug.'67	50·00	47·00	97·00	Line Helper	..	..	..	..

20	The Farrukhabad Electric Supply Co. Ltd.	Sept.'67	28·00	109·54	137·54	Linesman helper	40·00	109·33	149·33	Fuseman..
21	The Sahajahanpur Elec. Supply Co. Ltd.	Aug.'67	30·00	93·00	123·00	..	..	..	..	..
22	The Saharanpur Elec. Supply Co. Ltd.	Sept.'67	30·00	109·23	139·33	..	..	..	..	..
23	The Muttra Elec. Supply Co. Ltd.	June'67	30·00	105·62	135·62	Coolie	..	..	..	..
24	Martin Burn Ltd. (Agra, Bareilly and Banaras)	June'67	40·00	116·09	156·09	Mason	..	..	..	..
25	Martin Burn Ltd. (Fyzabad)	June '67	30·00	105·62	135·62	..	..	..	..	..
26	Martin Burn Ltd. (Jaunpur)	June '67	30·00	105·62	135·62	..	..	..	..	..
27	The Calcutta Elec. Supply Corpn. Ltd., West Bengal	Aug.'67	60·00	99·60	159·60	..	..	..	..	..
28	West Bengal Power Supply Co. Ltd. (Bankura Elec. Licence)	1967	47·74 34·10	48·00 45·00	92·74 79·10	Line Coolie	..	..	..	..
29	West Bengal Power Supply Co. Ltd. (Midnapur Elec. Licence)	1967	47·74	45·00	92·74	Line Coolie	..	..	..	..
30	West Bengal Power Supply Co. Ltd. (Krishnagar Elec. Licence).	1967	50·50	45·00	95·50	Do.	..	..	..	..
31	West Bengal Power Supply Co. Ltd. (Nabadwip Elec. Licence)	1967	34·10 32·55	45·00 45·00	79·10 77·55	Do.	..	..	..	..
32	Dishergarh Power Supply Co. Ltd. & Associated Power Co. Ltd., West Bengal.	Sept.'67	30·00	70·50	100·50	..	..	..	..	..

APPENDIX XVI—(*Contd.*)

Technical—(*Contd.*)

S. No.	Undertakings	Lineman				Mechanic				Inspector			
		Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1	The Dibrugarh Elec. Supply Co. Ltd., Assam.	60·00	66·00	126·00		45·00	66·00	111·00	Fitter	..	..	..	..
		104·00	66·00	170·00	Head Lineman	85·00	66·00	151·00	Head fitter	..	..	..	..
2	Darbhanga—Laheri-sarai . .	64·00	55·00	119·00		95·00	55·00	150·00	Fitter Gr. II	..	..	..	..
		55·00	55·00	110·00	Jr. Lineman	125·00	50·00	175·00	Do. I				
3	Patna Electric	80·00	91·00	171·00	Gr. I	100·00	91·00	191·00	Fitter Gr. I	..	..	..	..
		60·00	91·00	151·00	Gr. II	60·00	91·00	151·00	Fitter Gr. II	..	..	..	..
		55·00	91·00	146·00	Improver Lineman.								
4	Muzafferpore Elec. . . .	100·00	74·00	174·00	Head Lineman	..	..	..	..	..	..	..	..
		70·00	74·00	144·00	..								
5	Bhagalpur Elec.	50·00	70·00	120·00	Asstt.	100·00	70·00	170·00	Meter Mechanic.	100·00	70·00	170·00	Meter Insp.
		70·00	70·00	140·00	..					150·00	70·00	220·00	Mains Insp.
		100·00	70·00	170·00	Head								
6	Surat Elec.	60·00	149·26	209·26	..	60·00	149·26	209·26	Machinist	140·00	207·07	347·07	
						65·00	155·98	220·98	Jr. Machinist	90·00	176·16	266·16	Asstt. Insp.
7	The Rander Elec. . . .	40·00	72·00	112·00	..	..	..	..	..	50·00	72·00	122·00	Meter Insp.
8	Broach Elec.	50·00	109·00	159·00	Gr. I	50·00	109·00	159·00	Fitter Gr. I	..	..	..	..
		40·00	109·00	149·00	Gr. II	175·00	183·79	358·79	Sr. Ins. Mech.				
9	Ahmedabad Elec. . . .	132·00	179·49	311·49	Lineman A	132·00	179·49	211·49	Ins. Mech. Gr. A	175·00	183·79	358·79	Insp. A
		92·00	173·69	265·69	Lineman B	92·00	173·69	265·69	Ins. Mech. Gr. B	132·00	179·49	311·79	Insp. B
10	Tinnevelly Tuticorin . . .	75·00	89·00	164·00	Sr. Lineman	75·00	89·00	164·00	Fitter I	..	..	..	
		60·00	89·00	149·00	..	50·00	89·00	139·00	Fitter II				
		50·00	89·00	139·00	Asstt. Gr. I								
		40·00	89·00	129·00	Asstt. Gr. II								
		60·00	98·00	158·00									
11	Salem-Erode.	50·00	98·00	148·00	Asstt. Gr. I	..	..	..	..	75·00	98·00	173·00	Line Insp.
		40·00	98·00	138·00	Asstt. Gr. II								
12	Bombay Suburban . . .	60·00	190·66	250·66	..	75·00	190·66	265·66	..	110·00	193·66	303·66	Disst./insp /Super.
13	Tata Hydro-Elec. . . .	185·00	262·00	447·00	Head Lineman	185·00	262·00	447·00	Mechanic A	425·00	452·00	877·00	Sr.
		150·00	212·00	362·00	Lineman A	150·00	212·00	362·00	Mechanic B	320·00	427·00	747·00	Jr.
		120·00	170·00	290·00	Lineman B								

14	Ahmednagar Elec. **Supply** . .	80·00	77·00	157·00	Head Lineman	80·00	77·00	157·00	..	..	..	..	..
		40·00	70·00	110·00	Lineman	75·00	77·00	152·00	Asstt. Mech.				
15	Thana Elec. Supply . . .	100·00	173·12	273·12	Gr. I	60·00	173·12	233·12	Fitter	120·00	173·00	293·00	Meter/Line/Service Insp.
		75·00	173·12	248·12	Gr. II								
		60·00	173·12	233·12	Asstt. Lineman								
16	Amalgamated	115·00	110·00	225·00	..	..	..	..	..	70·00	105·00	175·00	Asstt. Meter Insp.
17	Nagpur Electric	..	..	..	..	65·00	121·26	186·26	Senior	45·00	121·26	166·26	Light Insp.
						45·00	121·26	166·26	Junior				
18	Miraj Electric	75·00	115·00	190·00	Head Lineman	..	..	..	..	..	..	..	..
		50·00	90·00	140·00	..								
19	Kanara Electric	100·00	65·00	165·00	Ist Class	80·00	47·00	127·00	..	100·00	65·00	165·00	Meter Insp.
		60·00	47·00	107·00	2nd Class	60·00	47·00	107·00					
20	Farruknabad	54·00	109·33	163·33	Gr. I	..	..	..	..	120·00	124·33	244·33	Line Insp.
		50·00	109·33	159·33	Gr. II								
21	Shajahanpur	40·00	93·00	133·00	Senior	..	..	..	..	80·00	93·90	173·00	Line Insp.
		33·00	93·00	126·00	Junior								
22	Saharanpur	56·69	109·33	166·02	..	..	..	..	..	..	..	..	..
23	Muttra Elec.	50·00	105·62	155·62	..	..	..	..	..	125·00	120·62	245·62	Line Insp.
		40·00	105·62	145·62	Asstt. Lineman								
24	Martin Burn	50·00	116·09	166·09	..								
		40·00	116·09	156·09	Asstt. Lineman	50·00	116·09	166·09	Meter Mechanic	..	..	..	..
25	Martin Burn	50·00	105·62	155·62	..	..	..	..	..	..	..	..	..
		40·00	105·62	145·62	Asstt. Lineman								
26	Martin Burn	50·00	105·62	155·62	..	..	..	..	..	100·00	115·62	215·62	Meter Insp.
		40·00	105·62	145·62	Asstt. Lineman								
27	Calcutta Electric . . .	100·00	129·48	207·48	..	..	..	..	..	386·00	442·12	828·12	Maintaining.
		78·00	166·00	266·00	Head Lineman								
										172·00	306·00	478·00	Asstt. Insp.
										85·00	191·25	276·25	Meter Insp.
28	Bankura Elec.	..	..	..	..	..	..	..	..	..	..	..	..
29	Midnapur Electric . . .	..	..	..	..	..	..	..	..	..	..	..	..
30	Krishnagar Elec. . . .	..	..	..	..	..	..	..	..	..	..	..	..
31	Nabadwip Elec.	..	..	..	..	..	..	..	..	..	..	..	..
32	Dishergarh & **Associated** . .	115·00	82·50	197·50	Sr. Lineman	150·00	90·00	240·00	..	65·00	75·00	140·0	Line Insp.
		65·00	75·00	140·00	Lineman								
		40·00	70·50	110·00	Asstt. Lineman								

APPENDIX XVI—(*Contd.*)

Technical—(*Contd.*)

S. No.	Undertakings	Foreman				Engineer			
		Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1	The Dibrugarh Elec. Supply Co. Ltd , Assam	170·00	66·95	236·95	..	..	..	..	..
2	Darbhanga—Laherisarai.	..	..	..	..	..	..	..	..
3	Patna Electric	150··0	91·00	241·00	Line Supervisor Gr. I	..	..	..	
4	Muzafferpore Elec.	..	..	..	..	300·00	90·00	390·00	Junior Engineer.
5	Bhagalpur Elec.	..	..	..	..	..	..	..	..
6	Surat Elec.	140·00	207·07	347·07	..	..	..	..	..
7	The Rander Elec.	..	..	..	..	250·00	110·00	360·00	Chief Engineer.
8	Broach Elec.	..	..	..	..	..	..	..	..
9	Ahmedabad Elec.	175·00	183·79	358·79	..	220·00	188·29	408·29	..
10	Tinnevelly—Tuticorin	..	..	..	..	250·00	89·00	339·00	Jr. Engineer.
11	Salem—Erode	125·00	98·00	223·00	Main Supervisor	250·00	98·00	348·00	Jr. Engineer.
12	Bombay—Subruban	..	..	..	..	145·00	204·16	349·16	Shift Engineer.
13	Tata Hydro Elec.	235·00	315·00	550·00	Leading Hand	425·00	452·00	877·00	Shift Engineer, Cable Engineer, maintenance Engineer etc.
14	Ahmedabad Elec. Supply	..	..	..	..	..	..	..	..
15	Thana Elec. Supply	75·00	173·12	248·12	..	..	..	..	..
16	Amalgamated	..	..	..	..	300·00	120·00	420·00	Sr. Asstt. Engineer.
17	Nagpur Elec.	100·00	121·26	221·26	Workshop foreman	225·00	121·26	346·26	Asstt. Jr. Engineer.
18	Miraj Electric	100·00	139·00	239·00	Power house	500·00	159·00	659·00	Resident Elec. Engineer.
19	Kanara Electric	..	..	..	..	300·00	110·00	410·00	Elec. Engineer.
20	Farrukhabad	..	..	..	..	450·00 140·00	124·33 124·33	574·33 264·33	Asstt. Engineer. Shift Engineer.
21	Shajahanpur	..	..	..	..	140·00	93·90	233·90	Asstt. Mains Engineer.

22	Saharanpur	..	..	..	..	330·00	124·33	454·33	Asstt. Elec. Engineer.
23	Muttra Elec.	125·00	120·62	245·62	Mains foreman	415·00 280·00	120·62 120·62	535·62 400·62	Mains Engineer. Meter Engineer.
24	Martin Burn	165·00 125·00	131·09 131·09	296·09 256·09	Maintenance Mains	..	..	..	—
25	Martin Burn	125·00	120·62	245·62	Mains foreman	..	..	..	—
26	Martin Burn	..	..	..	..	..	..	..	—
27	Calcutta Electric	483·00 386·00 172·00 94·00	496·69 442·12 306·00 211·50	979·69 828·12 478·00 305·50	Gr. I Gr. II & III Gr. IV Gr. V	386·00	442·12	828·12	Jr. Shift.
28	Bankura Elec.	..	..	..	..	665·00 270·00	187·25 88·50	852·25 358·50	Resident. Asstt.
29	Midnapur Electric	..	..	..	..	655·00 175·00	184·75 64·75	839·75 239·75	Resident. Out-door.
30	Krishnagar Elec.	..	..	..	..	710·00 240·00	198·00 81·00	908·50 321·00	Resident. Out-door.
31	Nabadwip Electric	..	..	..	..	670·00 159·00	188·50 60·75	858·50 219·75	Resident. Out-door.
32	Dishergarh & Associated	185·00	90·00	275·00	Line foreman	..	..	..	..

APPENDIX XVI—(*Contd.*)

Administrative and Clerical

S. No.	Undertaking	Watchman				Meter Reader			
		Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1	The Dibrugarh Elec. Supply Co. Ltd., Assam	30·00	66·00	96·00	..	41·00	66·00	107·00	..
2	Darbhanga Laherisarai	35·00	55·00	90·00	..	50·00	55·00	105·00	..
3	Patna Electric	45·00	91·00	136·00	..	70·00	91·00	161·00	..
4	Muzafferpore Elec.	45·00	74·00	119·00	Peon	60·00	74·00	134·00	..
5	Bhagalpur Elec.	45·00	70·00	115·00	..	60·00	70·00	130·00	..
6	Surat Elec.	35·00	142·53	177·53	..	65·00	155·98	220·98	..
7	Rander Electric	..	..	..	..	..	..	..	..
8	Broach Electric	30·00	109·00	139·00	..	35·00	109·00	144·00	..
9	Ahmedabad Electric	44·00	166·29	210·29	..	92·00	173·69	265·69	..
10	Tinnevelly—Tuticorin	32·00	89·00	121·00	..	45·00 40·00	89·00 89·00	134·00 129·00	.. ..
11	Salem—Erode	32·00	98·00	130·00	..	40·00	98·00	138·00	..
12	Bombay Suburban	35·00	190·66	225·66	..	65·00	190·66	255·66	..
13	Tata Hydro-Electric	110·00	156·00	266·00	..	..	..	..	..
14	Ahmednagar Elec. Supply	30·00	70·00	100·00	..	40·00	70·00	110·00	..
15	Thana Elec. Supply	40·00	173·12	213·12	..	75·00 60·00	173·12 173·12	248·12 233·12	..
16	Amalgamated	35·00	105·00	140·00	..	65·00 45·00	105·00 105·00	170·00 150·00	..
17	Nagpur Electric	35·00	121·36	156·26	..	75·00	121·26	196·26	..
18	Miraj Electric	40·00	90·00	130·00	..	50·00	90·00	140·00	..
19	Kanara Electric	70·00	47·00	117·00	..	70·00	47·00	117·00	..
20	Farrukhabad	28·00	109·33	137·33	..	55·00	109·33	164·33	..
21	Shajahanpur	30·00	93·00	123·00	..	33·00	93·00	126·00	..
22	Saharanpur	31·00	109·33	140·33	..	55·00	109·33	164·33	..

23	Muttra Electric	30·00	105·62	135·62	..	..	..	..	..
24	Martin Burn	..	..	..	..	..	..	..	..
25	Martin Burn	30·00	105·62	135·62	..	55·00	105·62	160·62	..
26	Martin Burn	30·00	105·62	135·62	..	55·00	105·62	160·62	..
27	Calcutta Electric	62·00	102·92	165·92	Darwan	..	..	..	..
28	Bankura Electric	33·00 30·00	45·00 45·00	78·00 75·03	Darwan Darwan	70·00	42·00	112·00	
29	Midnapur Electric	37·54	45·00	82·54	Darwan	82·00	45·60	127·60	Meter Reader-*cum*-clerk.
30	Krishnagar Electric	39·00	45·00	84·00	Darwan	88·00	47·40	135·40	Meter Reader-*cum*-clerk.
31	Nabadwip Electric	45·00	45·00	90·00	Darwan	70·00	42·00	112·00	..
32	Dishergarh and Associated	35·00	70·50	105·50	..	..	..	..	..

APPENDIX XVI—(*Contd.*)

Administrative and Clerical—(*Contd.*)

S. No.	Undertaking	Clerk				Stenographer				Accountant			
		Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks	Basic	D.A.	Total	Remarks
1	The Dibrugarh Elec. Supply Co. Ltd., Assam.	130·00 88·00 80·00	66·00 66·00 66·00	190·00 154·00 146·00	A B C	..	..	..	..	..	..	..	..
2	Darbhanga—Laherisari	55·00 40·00	55·00 55·00	110·00 95·00	Senior Junior	110·00 70·00	50·00 55·00	160·00 125·00	Senior Junior	150·00 110·00	50·00 50·00	200·00 160·00	Senior. Junior.
3	Patna Electric	100·00 70·00	91·00 91·00	191·00 161·00	Gr. I Gr. II	100·00	91·00	191·00	..	..	..	..	..
4	Muzafferpore Elec.	107·00 65·00	74·00 74·00	181·00 139·00	Gr. I Gr. II	..	..	..	..	120·00	74·00	194·00	Sto. Accountant.
5	Bhagalpur Elec.	107·00 65·00	70·00 70·00	177·00 135·00	Gr I Gr. II	..	..	..	..	..	..	..	..
6	Surat Electric	140·00 65·00	207·07 155·98	347·07 220·98	Section Gr.	90·00	176·16	266·16	..	..	..	..	..
7	Rander Electric	50·00 40·00 30·00	72·00 72·00 72·00	122·00 112·00 102·00	Sr. Jr. Jr. II	..	..	..	..	60·00	75·00	135·00	..
8	Broach Electric	50·00 40·00	109·00 109·00	159·00 149·00	Gr. I Gr. II	..	..	..	..	..	..	..	..
9	Ahmedabad Electric	132·00 92·00	179·49 173·69	311·49 265·69	Clerk A Clerk B	220·00 175·00 132·00	188·29 183·79 179·49	408·29 358·79 311·29	Sr. A B	..	..	..	..
10	Tinnevelly—Tuticorin	75·00 50·00	89·00 89·00	164·00 139·00	Gr. I Gr. II	95·00	89·00	184·00	..	..	..	..	..
11	Salem—Erode	75·00 50·00	98·00 98·00	173·00 148·00	Gr. I Gr. II	..	..	..	..	..	..	..	..
12	Bombay Suburban	75·00	198·16	273·16	..	140·00	198·16	338·16	..	..	..	..	..
13	Tata Hydro-Elec.	160·00 150·00	226·00 164·00	386·00 314·00	Union Non-union	220·00 200·00	300·00 218·00	520·00 418·00	Union Non-union	400·00 320·00	357·00 324·00	757·00 644·00	Sr. Jr.
14	Ahmednagar Elec. Supply	80·00 55·00	77·00 77·00	157·00 132·00	..	..	..	..	..	..	..	..	..

15	Thana Electric Supply	100·00 75·00 60·00	173·12 173·12 173·12	273·12 248·12 233·12	Gr. I Gr. II Jr.	120·00	173·12	293·12	..	..	..	..	..
16	Amalgamated	70·00	105·00	175·00		115·00	110·00	225·00	..	115·00	110·00	225·00	..
17	Nagpur Electric	100·00 75·00	121·26 121·26	221·26 196·26	U.D.C. L.D.C.	115·00	121·26	236·26	Steno-Typist	250·00 170·00	121·26 121·26	371·26 291·26	.. Asstt.
18	Miraj Electric	75·00 70·00	115·00 102·00	190·00 172·00	..	..	..	..	..	100·00	134·00	234·00	..
19	Kanara Electric	110·00 80·00	70·00 47·00	180·00 127·00	Ist Div. 2nd Div.	..	..	..	..	120·00	70·00	190·00	..
20	Farrukhabad	60·00 55·00	109·33 109·33	169·33 164·33	Senior Junior	..	..	..	..	120·00	124·33	244·33	Asstt. Accountant.
21	Shajahanpur	130·00 90·00 55·00	93·00 93·00 93·00	223·00 183·00 148·00	Hd. Clerk Asstt. Clerk	..	..	..	..	100·00	93·00	193·00	.. ..
22	Saharanpur	91·00	116·08	207·08	Esstt. Clerk	180·00	124·33	304·33	..	210·00	124·33	334·33	Asstt.
23	Muttra Electric	55·00	105·62	160·62	..	110·00	118·12	228·12	..	..	..	..	..
24	Martin Burn	..	..	..	..	..	..	..	..	..	..	..	..
25	Martin Burn	55·00	105·62	160·62	..	75·00	105·62	180·62	Steno-Typist	..	..	..	..
26	Martin Burn	55·00	105·62	160·62	..	..	..	..	..	..	..	..	
27	Calcutta Elec.	85·00	191·25	276·25	..	140·00	270·00	410·00	Steno-Typist	442·00	473·62	915·62	Jr. Asstt.
28	Bankura Elec.	127·00 60·00 45·00	52·75 42·00 36·75	179·75 102·00 81·75	..	..	..	..	..	..	..	..	..
29	Mindapur Elec.	60·00 55·00	42·00 40·25	102·00 95·25	..	..	..	..	..	..	..	..	
30	Krisnagar Elec.	120·00 45·00	51·00 36·75	171·00 81·75	Hd. Clerk	..	..	..	..		..	..	..
31	Nabadwip Elec.	94·00 45·00	49·00 36·75	143·00 81·75	..	..	..	..	..	..	..	..	..
32	Dishergarh and Associated	90·00 80·00 50·00	82·50 82·50 75·00	172·50 162·50 125·00	Head Clerk Sr. Clerk General Clerk	..	..	..	..	..	..	..	

APPENDIX XVII

(*See* para 10·11)

Details of Gratuity Schemes in Private Sector Electricity Undertakings

S. No.	Name of the Undertaking	Gratuity Payable	Period after which gratuity payable	Ceiling	Forfeiture	Remarks
1	2	3	4	5	6	7
Bihar						
1	Patna Electric Supply Co. Ltd.	15 days' basic wages last drawn for each completed year of service.	7 years (no condition on termination and 10 years for persons dismissed from service).	No Ceiling	Dismissed for causing financial loss.	
2	Muzafforepore Electric Supply Co. Ltd.	Do.	7 years (No condition on termination).	No Ceiling	..	
3	Bhagalpur Electric Supply Co. Ltd.	Half month's basic pay for each completed year of service or One month's basic pay per completed year of service *less* employer's contribution to the Provident Fund.	15 years	15 months' basic pay	..	
Gujarat						
4	Ahmedabad Electricity Co. Ltd.	(a) *Death or physical or mental disability* One month's basic pay for each completed year of service.	Nil	15 month's basic pay	Dismissed for misconduct-relaxable in case the mis-conduct is not of serious nature.	
		(b) *Voluntary Retirement* One month's basic pay for each completed year of service.	After giving prescribed notice or completing 55 years of age.	Do.		
		(c) *Compulsory Retirement* One month's basic pay for each completed year of service.	Nil	15 month's basic pay		
		(d) *On resignation* 15 month's basic pay.	15 years' service	15 month's basic pay		
		(e) *On termination by the company* (i) On completing 5 years of service — Half month's basic pay for each completed year of service	5 years' service	Do.		

		(ii) On completing 10 years of service. One month's basic pay for each completed year of service	5 years service	Do.		
5	Surat Electricity Co. Ltd.	Same as for Ahmedabad Electricity Co. Ltd.				
6	Broach Electric Supply & Development Corporation.	(a) *Death or physical or mental disability* One month's wages for each completed year of service.	Nil	Do.	Employees dismissed for dishonesty or gross mis-conduct.	
		(b) On *retirement* One month's wages for each completed year of service	Attaining the age of 55 years	..		
		(c) *Voluntary retirement or resignation* 15 month's wages	15 years' service	15 months' **wages**		
		(d) On *termination of service* (i) On completion of 5 years of service Four months' wages	5 years of service	..		
		(ii) On completion of 7 years of service Five months' wages				
		(iii) On completion of 8 years of service Six months' wages				
		(iv) On completion of 9 years of service Seven months' wages				
		(v) On completion of 10 years of service One month's wages for each completed year of service		15 months' **wages.**		
7	Bhavnagar Electricity Co. Ltd.	One month's pay (all remuneration payable in cash for the last month of service) for each completed year of service.	10 years of service	15 months' wages		
8	Electrical Department, Petlad Nagarpalika.	Half month's basic pay of the last month for each year of service.		15 months' basic pay		
Madras						
9.	Tinneveli-Tuticorin Electric Supply Co. Ltd.	Half month's finishing basic pay for each completed year of service.	7 years of continuous service.	15 months' finishing basic wage.	Employees dismissed from service.	Gratuity is paid to permanent employees.
10	Salem-Erode Electricity Distribution Co. Ltd.	Half month's finishing basic pry for each completed year of service.	Retirement/death/physical or mental disability/termination by company—7 years Resignation/Dismissal—12 years	15 months' basic wage.	Employees dismissed for misconduct involving financial loss to the company are dis-entitled to gratuity to the extent of such loss.	Gratuity is paid to permanent employees only.

APPENDIX XVII—(*Contd.*)

1	2	3	4	5	6	7
Maharashtra						
11	Bombay Suburban Electric Supply Ltd.	(a) *Death/physical or mental disability* One month's basic wages (last drawn excluding DA and other allowances) for each year.		15 months' basic wage.	Employees dismissed for misconduct; relaxable in cases where missconduct is not of serious nature.	
		(b) *Voluntary retirement or resignation* (i) After Completing 5 years of service — 1/3 of one month's basic pay for each year; (ii) After completing 10 years of service — 2/3 of one month's basic pay for each year; (iii) After completing 15 years of service — 15 months' basic pay.	5 years' service	15 months' basic wage.		
		(c) *Termination of service by the Company* (i) After completing 5 years of service — Half of one month's basic pay for each year; (ii) After completing 10 years of service — One month's basic pay for each year.		15 months' basic wage.		
12	(i) Tata Hydro Electric Power Supply Co. Ltd. (ii) Andhra Valley Power Supply Co. Ltd. (iii) Tata Power Co. Ltd.	(a) *For service of 10 years but less than 15 years* Half month's salary for each year of service (b) *For service of 15 years but less than 20 years* $\frac{3}{4}$ of a month's salary for each year of service.	(a) *Resignation* 20 years of service. (b) *Retrenchment/resignation on account of ill-health/Retirement/Superannuation.*	20 months' salary		
		(c) *For service of 20 years and above* One month's salary for each year of service	10 years of service			
13	Ichalkaranji Electric Supply Co.	*Retirement/Superannuation/Resignation,/Death* (i) *After completing 5 years of service* 1/3 of one month's basic pay (including part of the DA merged with basic pay) for each year of service	5 years' service	15 months' basic pay	Employees dismissed for mis-conduct or inefficiency.	

		(ii) *After completing 10 years of service* 2/3 of one month's basic pay for each year of service. (iii) *After completing 15 years of service* 15 months' basic pay In case of workers who die before completing 5 years of service the company may pay at its discretion gratuity but not more than half month's basic pay for each year of service.					
14	Thana Electric Light Supply Co. Ltd.	One month's basic salary (last drawn) for every year of service.		10 years of service except in case of death of an employee.	15 months' basic salary.		
.5	Nagpur Electric & Power Co. Ltd.	*Voluntary retirement/resignation/termination by employer/death* (i) *After completing 5 years of service* 1/3 of one month's basic pay for each year of service (ii) *After completing 10 years of service* 2/3 of one month's basic pay for each year of service (iii) *After completine 15 years of service* 15 month's basic pay In case of employees who die or whose services are terminated before completing 5 years of service, the gratuity payable are at the option of the employer but not more than one month's basic pay for each year of service		5 years of service	15 months' basic pay		
	Amalgamated Electricity Co. Ltd.	(a) On death while in service/ physical or mental disability.	One month's basic salary for each year of service		15 months' basic salary.	Employees dismissed for dis-honesty or mis-conduct.	Applicable to only confirmed employees.
		(b) On voluntary retirement/ resignation.		15 years of service	Do.		
		(c) On termination of service by the company.		Two years of service	Do.		
Uttar Pradesh							
17	Shahjahanpur Electric Supply Co. Ltd.	(a) On death while in service/ physical or mental disability	½ month's basic wage for each year of service		No ceiling	Employees dismissed for mis-conduct.	
		(b) On voluntary retirement/ resignation		7 years of service	Do.		
		(c) On termination by the company.			Do.		

APPENDIX XVII—(*contd.*)

1	2	3	4	5	6	7
18	Farrukhabad Electric Supply Co. Ltd.	15 days average basic salary for each year of service.	No condition for death/physical and mental disability/retirement on reaching the age of superannuation.	15 months' basic salary.	..	(i) Average basic salary means the average of basic pay during the period of last appointment as permanent employee to the date of cessation of employment. (ii) Service means period of confirmed service.
		In case of dismissal for theft or financial loss the employee will not be entitled to the gratuity to the extent of financial loss or money value of the theft.	10 years of service in case of voluntary retirement or resignation.			
West Bengal						
19	Associated Power Co. Ltd.	*Service* (i) *Over* 15 *years*—15 days' basic pay for each year of service. (ii) *Over* 20 *years*—20 days' basic pay for each year of service. (iii) *Over* 25 *years*—One month's pay for each year of service.	15 years of service relaxable in case of death and other compassionate grounds like sickness, etc.	No. ceiling		
20	Dishergarh Power Supply Co. Ltd.	Same as the Associated Power Company Ltd.				
21	West Bengal Power Supply Co. Ltd.	Half month's basic salary for each year of service.				
22	Chandannagar Electric Supply Co. Pvt. Ltd.	*Service* 10 *years*—Rs. 500, Rs. 600, Rs. 700 and Rs. 800 to category A,B,C and D respectively. 11 *to* 15 *years*—Additional Rs. 30 for each completed year of service after tenth year. 16 *years and above*—Additional Rs. 60 for each completed year of service after fifteenth year.	10 years	Nil		
23	Naihati Electric Supply Co. Ltd.	Half month's basic wages for each completed year of service or part thereof exceeding 6 months.	10 years	Nil	Termination of service for misconduct.	
24	Calcutta Electric Supply Corporation Ltd.	*Service* *Upto* 24 *years of service*—6¼% of the total basic wage during his period of service. *More than* 24 *years of service*—10% of the total basic wage earned during his period of Service.	(i) On *death*—After confirmation. (ii) *Retirement*—15 years. (iii) *Abolition of post and retirement due to physical or mental disability*—Nil.	Nil		

25	Durgapur Projects . .	Half month's pay (substantive pay admissible on the date of quitting service including personal pay) for each year of service. The minimum amount of gratuity in case of death or permanent incapacity—12 months' basic pay.	(i) On *attaining the age of supperannuation*—15 months' pay. (ii) *Resignation, voluntary retirement, termination of service*—15 years. (iii) *Death or total incapacity*—5 years.		Dismissal for misconduct.

APPENDIX XVIII

REPORT OF SUB-COMMITTEE ON STANDARDISATION OF NOMENCLATURES WITH JOB DESCRIPTIONS FOR ELECTRICITY UNDERTAKINGS

1. Appointment of the Sub-Committee.

1.1. At the meeting of the Central Wage Board held in Bombay on 3rd February, 1968, it was decided to constitute a Sub-Committee to consider standardisation of nomenclatures, job description and its differentials and other related matters. The Sub-Committee consisted of :

Shri R. P. Aiyer (Convener),

Shri P. P. R. Sawhny, Chairman of Wage Board (Ex-Officio),

Shri M. B. Desai,

Shri Vimal Mehrotra.

1.2. The Sub-Committee held its first meeting at Hyderabad on 23rd March, 1968, when the Convener was requested to collect the requisite data and formulate a draft proposal for its consideration. At the second meeting held in Bombay on 5th/6th April, 1968, the Sub-Committee discussed the line of action to be taken for determining nomenclatures. It was considered necessary to undertake job evaluation so as to achieve some measure of rationale in wage fixation. Since job evaluation is a time consuming process, involving a measure of expenditure, it was agreed that the main Wage Board be apprised of the Sub-Committee's views and their approval sought. At the next meeting of the Sub-Committee and the Main Wage Board held at Bombay on 1st May, 1968, a working paper (Appendix A) was presented to the Wage Board for its consideration. After discussions and having regard to the views expressed by the Government of India in the Ministry of . Labour and Employment (to whom a reference had been made on the subject by the main Wage Board), it was thought that as job evaluation was time consuming, identical results could be achieved by systematic categorisation of various jobs with a view to evolving appropriate wage scales, etc. In view of myriad nomenclature variants prevailing in the industry, it was necessary to obtain representative coverage of the jobs and evolve broad classifications on the basis of skill. To assist the deliberations of the Sub-Committee, it was decided to associate Mr. M. R. Bhat as an expert in its work and later on Messrs. Damodar Maurya of I.N.W.E.F., Jaipur and M. N. Chaturvedi, Kanpur Bijlee Mazdoor Sabha, Kanpur, were invited to assist the Sub-Committee. The co-option of such experts with the labours of the Sub-Committee was approved by the Government of India. Subsequently, the services of two further experts, Messrs. G. G. Desai and V. M. Joglekar were utilised to assist the work of the Sub-Committee.

2. Terms of Reference of the Sub-Committee

2.1. The terms of reference of the Sub-Committee are to evolve standardised nomenclatures with job descriptions of employees who are covered by the term 'workman' as defined under Section 2(s) of Industrial Disputes Act, 1947, as well as those who are drawing salary or wage upto Rs. 750/- per mensem as defined in Section (rr) thereof. The Sub-Committee was required to formulate its own plans and procedures so as to enable it to complete its work within nine months commencing from 1st May, 1968.

3. Fields of Study.

3.1. A letter was addressed on 14th May, 1968, to about 150 organisations representing employers and unions (Appendix B) to elicit their views and suggestions on the subject and to enlist their co-operation whenever required. As a first step, it was decided to undertake a detailed study of different jobs in the case of a representative Electricity Board. The Chairman of the Gujarat Board readily agreed for the proposed study to be undertaken at Gujarat. The study which commenced with preliminary discussions some time in July, 1968, with the Chairman and Senior Officers of the Gujarat Electricity Board and separately with the Union representatives was completed by the third week of September 1968. The study was interrupted for a few days due to unprecedented floods in South Gujarat during August, 1968. The final discussions with the Chairman and the Officers as well as the Union representatives were held on 9th January, 1969.

3.2. The Gujarat Electricity Board System essentially consists of steam power stations and has no hydro-electric plants. The major thermal station of the Board is at Dhuvaran with an installed capacity of about 250 MW and operates on oil and natural gas. Utran is a medium sized thermal station of about 60 MW capacity. The study team visited, in the course of its studies, various administrative offices, sub-divisions, major receiving stations, nearby villages, Dhuvaran and Utran Power Stations. A special visit was arranged near Surat to study the work of the hot-line crew engaged in live line work upto 220 KV.

3.3. The Sub-Committee met in Bombay on 27th and 28th September, 1968, to review the progress of the work and to discuss future plans. It was considered that in order to obtain a correct picture of a representative cross-section of different categories of staff employed in Electricity Boards, it was necessary to undertake studies of two other Boards. As the generation at Gujarat is thermal, a Board with predominantly hydro generation and another with both forms of generation were proposed. Accordingly, Mysore and U.P. Electricity Boards were selected. It was also decided that the jobs of Guest House, Teaching and Medical Staff need not be studied and the Wage Board could decide their cases separately. The reason is that it is difficult to evaluate their jobs and in case of teaching and medical staff, this category of staff is in several cases drawn from Government Department.

3.4. The Sub-Committee again met in Srinagar on 10th, 11th and 12th October, 1968, and agreed that the labour representatives will also visit establishments and associate themselves with the local factual studies being conducted by the study team. The Sub-Committee also examined the procedure adopted and the preliminary results of the study of Gujarat Electricity Board. It was suggested that in order to obtain a representative cross-section of the industry, a typical Licensee may also be studied. Later, for this purpose, the Amalgamated Electricity Co. Ltd. (Bhiwandi Branch) and Surat Electricity Co. Ltd. (Diesel Station) were selected.

3.5. The studies for Mysore Electricity Board commenced on 28th October, 1968, and were completed on 8th November, 1968. As in the case of Gujarat, preliminary discussions were held with officers of the Mysore Board and the local union representatives were also invited to participate. Discussions were also held with them after completion of the study to seek their views on the study team's observations and conclusions. The special feature of Mysore Electricity Board System is that all generating stations are hydro-electric. The largest hydro-electric station of the State is Sharavati with an installed capacity (for the present) of about 600 MW, but it is under Mysore State Government's control. Mahatma Gandhi Hydro Electric Station which is under the Mysore Electricity Board's control is approximately of 120 MW capacity. The study team visited Mahatma Gandhi Hydro Electric Station at Jog, field offices, administrative offices and 220 KV Sharavati Receiving Station and observed the working of the hot line crew. The urban distribution system of Bangalore City was also studied.

3.6. The studies for U.P. Electricity Board commenced on 25th November, 1968, and were concluded on 16th December, 1968. Preliminary and final discussions were held on lines similar to Gujarat and Mysore Electricity Boards. Unlike Gujarat and Mysore Boards, the U.P. Board has thermal as well as hydro-electric stations of large and medium sizes. Further, it has under its control small, medium and large size undertakings taken over by the Board from Licensees. A special feature is that the employees of the Licensees after take-over are governed by the previous terms and conditions of employment. Kanpur Electric Supply Undertaking which was taken over some time in 1948, is still being maintained as a separate unit and its profitability etc. are reckoned separately. The study team visited the Lucknow Undertaking (taken over from a Licensee) which has two small thermal stations of 10 MW each, administrative offices in Lucknow, Kanpur Electric Supply Administration, Power House (65 MW), urban distribution system and administrative offices. The study team also visited Obra Thermal Station (150 MW capacity) and Rihand Hydro-Electric Station (300 MW capacity) and finally the Harduaganj Thermal Station near Aligarh which had been developed in two stages. The first stage consists of 110 MW station and second stage consists of a thermal station nearby with an installed capacity of 100 MW.

3.7. Meetings of the Sub-Committee were held at Bombay on 4th and 5th January, 1969, at Delhi on 24th and 25th January, 1969, and later again at Bombay on 15th and 16th February, 1969, to consider the draft report of the Sub-Committee and finalise the same. The study team visited Bhiwandi and Surat on 6th, 7th and 8th January, 1969, and completed its studies for the two Licensees, Amalgamated Electricity Co. Ltd. (Bhiwandi Branch) and Surat Electricity Co. Ltd. (Diesel Station).

3.8. The minutes of the various meetings of the Sub-Committee are given in Appendix C.

4. Views of Organisations on Job Categorisation.

4.1. The Sub-Committee considered the views expressed by the different organisations on job categorisation, in their replies to the questionnaire issued by the Wage Board as well as in the statements and evidences given during public hearings. These views which are summarised below have had a bearing in the formulation of its report by the Sub-Committee.

4.2. The Gujarat Electricity Board has stated that the Board has not specifically prescribed duties and responsibilities for each category. However, the designations themselves suggest the duties and responsibilities required to be shouldered by the incumbents of the posts. The categorisation is mainly on the basis of responsibility, nature of work and salary scale. There has been no regular job evaluation or scientific job specification. The Wage Board may consider reducing the number of different categories and evolving a broad division of the lower technical staff categories. To some extent, persons entrusted with basically the same type of work may have to be given differing salaries and nomenclatures to take into account the size of the unit where they work. The suggested classifications according to Gujarat could be highly skilled, skilled, semi-skilled and unskilled.

4.3. The U.P. State Electricity Board has stated that the categorisation of workers has been done according to the nature of work and particular works are assigned to a person for which he is technically or otherwise qualified. It has further stated that the employees in the establishment could possibly be categorised according to the skill involved in the job. The suggested classifications are highly skilled, skilled, semi-skilled and unskilled.

4.4. The Mysore State Electricity Board has stated that they have no comments on how jobs have been classified. The classifications indicated by them are highly skilled, skilled and unskilled.

4.5. The Bombay Electric Supply & Transport Undertaking do not desire to disturb the present classification as it has been evolved after job evaluation.

4.6. The Andhra Pradesh State Electricity Board has suggested that the recommendation should not apply to Nominal Muster Roll workers. Their present categorisation is based on the report of a two man committee. The State Electricity Board is satisfied with the categorisation as recommended by the Committe. The categorisation is based on the nature of work, skill involved etc. The broad classifications suggested are highly skilled, skilled, semi-skilled and unskilled.

4.7. The Madras State Electricity Board has advised that no scientific categorisation has been done and it has been evolved gradually over a period of time.

4.8. The Bihar State Electricity Board has stated that categorisation of employees has been done by an Industrial Tribunal while considering the wage structure. The Tribunal gave its award in 1964 and the State Electricity Board has expressed the opinion that any modification of the existing classification does not seem to be necessary unless it is done on the basis of scientific job evaluation; further, it would favour a single nomenclature for the entire industry for persons doing the same type of work.

4.9. The Federation of Electricity Undertakings has stated that some kind of uniformity should be evolved for small, medium and large undertakings after taking into account regional considerations.

4.10. The All India Federation of Electricity Employees has attacked in general the present classification as unscientific, as it has not been done in accordance with the method of job evaluation. According to this organisation, for instance, in Mysore State Electricity Board, jobs are not classified differently (e.g. Mechanic, Class I and Mechanic, Class II). It has indicated that it would be ideal to have categorisation based on job evaluation, but at the same time has stated that this is a stupendous task and suggested that it is beyond the capacity of the Wage Board and further suggested that there should not be any unskilled workers in the industry except in case of project workers.

4.11. The M.P. Vidyut Karmachari Sangh, Jabalpur, has suggested classification of employees into four main classifications—highly skilled, skilled, semi-skilled and unskilled, which could be further sub-divided into seven categories.

4.12. The Kanpur Electric Supply Workers' Union, Kanpur, has stated that while fixing the wage structure, the size of the undertaking should be given due consideration. The profitability and the cost of generation should also be taken into account.

4.13. The Tamilnad Electricity Workers' Federation, Madras, has stated that the categorisation of workmen in the State Electricity Board is not satisfactory. Broadly, the categorisation should be highly skilled, skilled, semi-skilled and unskilled.

4.14. The Delhi Electric Supply Undertaking Employees' Union (Generation side) has desired that the various categories should be suitably graded and given different pay scales. There should be identical pay scales for operation and maintenance staff. There should be no difference in pay scales of workers doing the same kind of work.

4.15. It will be generally seen that Workers' Unions consider that the present categorisation is not satisfactory, while some employers maintain that it is satisfactory. However, the general opinion is that there should be some kind of scienfic study and nomenclatures should be standardised and reduced to the minimum number feasible.

5. Procedures adopted for the study.

5.1. At present myriad nomenclature variants exist in electricity undertakings and the basic task of the Sub-Committee was to ascertain the principal duties of different jobs and group them into broad categories. This had had to be done in an objective and scientific manner and standdard nomenclatures evolved for inclusion under each category. The nomenclatures should also be so described as to retain a measure of flexibility. Duplication is to be avoided. This will also reduce substantially the total number of nomenclatures, which on the average are 200 to 300 in an Electricity Board. It appears that the present nomenclatures have grown in number due to historical or other reasons and many times do not even reflect the job content.

5.2. At the outset, a manual was designed for the systematic categorisation of jobs and as the study proceeded the manual was updated to take into account the particular requirements of the industry. The manual in its final form forms Appendix D of this report. The process of systematic categorisation is in essence one of evaluating different jobs for their relative skill or worth. In order to proceed with the work, it was necessary to collect data on different categories of jobs and then prepare illustrative job descriptions and finally evaluate the jobs for their relative worth. Generally, two methods are available for obtaining job descriptions namely, either preparing a questionnaire to be filled in by the employee or interviewing and observing the work of the employee. The interviewing technique has been found to be more reliable. It was decided that different categories of employees should be interviewed at their work places so as to enable the study team to obtain a correct picture of work process, working conditions, hazards involved, etc.

5.3. In order to proceed with the work of systematic categorisation for which three Electricity Boards and two Licensees were to be studied as representative samples, it was necessary to follow one of the four well known methods of determining the job content (a) Ranking (b) Grading (c) Factor comparison (d) Point rating method. As the point rating method of determination of the job content is considerably simpler, it was adopted. Job content determination technique does not assess the individuals on the job, but it assesses the job in terms of its contents. It also further assumes that the management has the right to expect from the workers a fair day's work and in return the worker has the right to expect fair remuneration for having applied himself sincerely on the job and given a fair day's work.

5.4. Basically, the point rating method of job evaluation determines the relative work of the jobs to be evaluated by assigning to each a certain number of points (arithmetical values). The procedure for the design of a point plan is as follows :—

(a) Determine the types of jobs to be evaluated.
(b) Determine the factors to be used in the plan and prepare suitable definition of each.
(c) Determine the number of degrees to be allocated to each factor and prepare suitable definition for each.
(d) Determine the weightages of the factors and assign points to each degree of each factor.
(e) Select few key jobs and evaluate each using the plan developed.

5.5. For the purpose of determining the types of jobs to be evaluated, the employees were considered under the following two broad classifications, each with two groups and two plans were prepared.

(a) Technical and works.	(i) Technical (Non-Supervisory) Group.
	(ii) Supervisory Group.
(b) Administrative and Clerical.	(i) Clerical (Non-Supervisory) Group.
	(ii) Supervisory Group.

The next question pertained to the determination of factors which should be used in the two plans. Guidelines in this matter have already been enumerated by the Committee on Fair Wages, which has observed as follows :—

> "An examination of the wage structure of different industries in the country shows that wage differentials obtaining in different industries have hither to been based more or question of supply and demand, accidents of history and sociological considerations other than on scientific appraisal of the factors that should be taken into consideration. The Committee considers that in fixation of wage differentials, the following factors should be taken into account :
>
> (a) the degree of skill
> (b) the strain of work

> (c) the experience involved
> (d) the training required
> (e) the responsibility undertaken
> (f) the mental and physical requirements
> (g) the disagreeableness of the task
> (h) the hazard attendant on the work, and
> (i) fatigue involved.
>
> We are of the opinion that the machinery which we recommend for fixation of wages should carefully go into the question of wage differentials after deciding on the weight to be attached to these factors. We are unable to advise wage fixing machinery as to what weight should be attached on each factor; that is the matter which will gradually have to be evolved on the basis of experience. We also recommend that wage boards, should try to evolve standard occupational nomenclatures so that the work of classification and assessment may be undertaken on a uniform basis throughout the country" (*vide* para 36).

The Sub-Committee also considered the reports of the various Wage Boards, particularly the Central Wage Board for Iron and Steel Industries, 1965, and the report of the second Central Wage Board for Cement Industry, 1967. The Gokhale Award of 1962 in the industrial dispute between the Bombay Electric Supply & Transport Undertaking and its employees was considered specifically because it deals with different types of jobs in electricity business and more so because it has stood the test of the time.

5.6. With the above background, the following factors were selected for the two plans.

A. Technical and works classification

Four main factors: (a) skill, (b) effort, (c) responsibility, (d) working conditions, with eleven sub-factors viz.: (1) education, (2) experience, (3) mental skill under the factor of skill, (4) physical effort, (5) mental and/or visual effort under the factor of effort, (6) responsibility for materials and/or operations, (7) responsibility for tools and equipments, (8) responsibility for supervision, (9) responsibility for other's safety under the factor of responsibility, (10) disagreeableness, (11) hazard (accident and/or occupational) under the factor of working conditions.

B. Administrative and clerical classification

Eight factors: (1) education, (2) experience, (3) complexities of duties, (4) responsibility for money/operations, (5) responsibility for classified/confidential data, (6) responsibility for supervision, (7) contact with others, and (8) working conditions. Each of sub-factors would have six degrees. It was assumed that above factors were common to all jobs.

5.7. In view of the basic differences between non-supervisory and supervisory jobs, it was necessary to adopt a modified approach, but within the general framework described in para 5.6 to evaluate supervisory jobs, where the emphasis is on supervision and achievement of broad objectives laid down. These requirements were kept in view while interviewing the employees in the supervisory groups in both classifications.

5.8. To sub-divide the four groups in the two broad classifications into suitable categories and to evolve standard nomenclatures for each category, it has been the endeavour of the Sub-Committee to cover as far as possible, the more common of the occupations found to exist in the electric supply industry. Besides, even in the same occupation, the study group has interviewed several employees with slightly different functions, especially where the total number of employees in a particular occupation is rather large. The quantum of work completed is indicated below:

Name of Organisation	No. of employees interviwed		
	Technical and works classification	Administrative and clerical classification	Total
1. Gujarat Electricity Board.	129	53	182
2. Mysore State Electricity Board.	27	13	40
3. U.P. State Electricity Board.	81	42	123
4. Amalgamated Electricity Co. Ltd. (Bhiwandi Unit).	10	9	19
5. Surat Electricity Co. Ltd. (Diesel Station).	4	..	4
TOTAL .	251	117	368

5.9. The range of points within which a particular category would fall will differ from one undertaking to another to some extent, depending on the organisational structure of each undertaking. For this reason, the point ratings of various categories in different undertakings cannot be directly compared. Also, since the plans for evaluation in the case of the two classifications of employees are basically different and since even in the same classification, the approach to evaluation differs between the supervisory and non-supervisory groups, the point ratings under the four groups of the two classifications cannot be directly compared. Therefore, while the points scored will be a general guide in the determination of wages, it is to be cautioned that an attempt should not be made numerically to link, by means of a formula, the points with the wages.

6. Highlights of Discussions with Officials and Unions.

6.1. The subjects discussed after completion of the studies with the officials and Unions in the various undertakings to elicit their views covered a wide range and the more important points are listed below:—

(a) Need for grouping employees into well defined categories and evolving standard nomenclatures for each category.

(b) Nomenclatures to be standardised so that they can be easily and universally adopted by the various undertakings with differing organisational structures.

(c) Procedure for fitting each employee in proper category and selecting a suitable standard nomenclature.

(d) Omnibus, standby and staggered type of duties as features specially applicable to the electric supply industry.

(e) Linking category with unit capacity.

(f) Each undertaking to implement the recommendations in this report in consultation with its Union and by collective bargaining. This will also include settling all details which give the necessary finishing touches, and which will take into account differences between regions as well as undertakings of different sizes in the same region.

6.2. Various officials and unions who participated in the discussions recognised the urgency of an objective and scientific grouping of employees into well defined categories with standard nomenclatures listed for each category, avoiding duplication. Thereby the total number of nomenclatures would also be considerably reduced, which in itself is an advantage. It was generally agreed that a measure of flexibility will be inevitable in choosing the standard nomenclatures, whose descriptions would be generalised as far as possible. Functional descriptions will be given by each undertaking in brackets after the standard nomenclature. However, no significance will be attached to such descriptions except that they will be useful in understanding the specific functions of an employee in his daily work and that they will reflect local practices. The fitment of each employee in his proper category and the allocation of a standard nomenclature will be done by each undertaking, by carefully assessing the worth of each job, according to procedures followed by the present study team. When this is done, it is inevitable that the existing grading of some jobs will be disturbed. It is not advisable to effect downgrading in case of existing employees, but this may necessitate reallocation of the work content of the particular jobs. There may also arise in this process some other problems or differences, and in case of difficulties, the Ministry of Labour and Employment can arrange for outside experts to settle such differences by scientific and impartial application of tested procedures.

6.3. In a small town where a lineman, fuseman, lighter, meter reader, delivery man etc. do not have full time work individually, these functions can be combined and a reduced number of employees engaged who can be entrusted with two or more jobs depending on the skill of the employee, training imparted, quantum of work etc. If different staff is to be maintained for different functions in smaller towns and villages, costs will considerably increase. Further, since the demands on the staff are not continuous, all of them may not be fully and usefully engaged even during their normal working hours. As an example, the hot line crew has to move to different parts of the State for maintenance and other works and the driver who is assigned for the vehicle will have no work after driving the vehicle to the site. In such a case, if the hot line crew members are also taught how to drive vehicles, there will be economies, the results of which can be appropriately shared. This requires an appropriate combination of duties allotted to two or more standard nomenclatures which may be in more than one category. This feature is peculiarly suited to the electric supply industry. Such a combination will result in the duties of an employee being of an omnibus type. Such omnibus duties may already exist in certain undertakings, in which case they should be appropriately recognised. Another feature is the unavoidable necessity to maintain standby staff, to give round the clock service in an industry which is a basic public utility, tending to be all pervasive. The standby staff will not only include those detailed for such work during normal working hours, but also others who may be just available in their homes and who can come out to attend emergency. A third feature is termed as staggered duty, in some Electricity Boards in U.K., where it is in vogue. Certain categories of staff like Lineman, Jointers, Mates, are liable to "stagger" i.e. they can work the scheduled number of hours per week in varying combinations, but not normally exceeding 12 hours per day. All these factors are particularly suited for the electric supply industry and can be introduced by payment of suitable compensation to the staff.

6.4. The next question relates to linking the capacity of generating station or substation to the type of category of personnel to be employed on the job. With technological explosion, it appears that such linkage is not only unavoidable but should actually be encouraged. With larger stations and increasing complexity of interconnected systems, there will be continuous demand for higher skills from persons employed in various jobs. Power Stations and substations can be broadly designated as large, medium and small and staff working in large stations could be placed in a higher category and given the corresponding grade. The classification of large, medium and small, is likely to change with the expansion of the system. This may have to be reviewed every five years. Some of the Electricity Boards have already adopted this procedure in some measure. An outcome of such a proposal would be that in large stations, operational, construction or maintenance personnel belonging to the highly skilled category may be paid more than some of the supervisory personnel.

6.5. The recommendations given in this report will be processed for implementation, by each undertaking to suit its particular needs. A final settlement can be arrived at in consultation with its Union and by applying the principles of collective bargaining and following the broad guide lines adopted by the present study team. This will cover the fitment of each employee in a proper category, and selection of a standard nomenclature, evolution of omnibus, standby and staggered types of duties, linking categories with unit capacity, application of principles of productivity etc. This will also include settling all details, which give the necessary finishing touches and which will take into account the differences between regions and also between undertakings of different sizes in the same region.

6.6. The observations made on the above matters in the earlier working paper (Appendix A) submitted to the Wage Board are also relevant, although they are not specifically reproduced in this Report.

7. Standardised Nomenclatures with Job Descriptions.

7.1. As stated earlier, the Sub-Committee recommends the broad division of all employees into two classifications, (A) Technical and Works, (B) Administrative and Clerical. Each of these classifications will have two groups, non-supervisory and supervisory. The proposed categories in these two main classifications are eleven in the case of Technical and Works classification and eight in the case of Administrative and Clerical classification. Each of the main categories, semi-skilled, skilled, highly skilled and supervisory, have been further sub-divided as B, A or C, B, A. This is necessary in view of the large scale operations of Electricity Boards covering thousands of square miles with widely differing energy consumption patterns. This will also provide opportunities for linking category with the size of the unit as well as open promotional avenues within a category.

7.2. Details of the above proposals are as follows :

A. *Technical and Works*

1.	Unskilled		Technical (Non-supervisory) Group.
2.	Semi-skilled	B	
3.	Do.	A	
4.	Skilled	C	
5.	Do.	B	
6.	Do.	A	
7.	Highly Skilled	B	
8.	Do.	A	
9.	Supervisory	C	Supervisory Group.
10.	Do.	B	
11.	Do.	A	

B. *Administrative and Clerical*

1.	Unskilled		
2.	Semi-skilled		Clerical (Non-supervisory Group.)
3.	Skilled	B	
4.	Skilled	A	
5.	Highly skilled		
6.	Supervisory	C	Supervisory Group.
7.	Do.	B	
8.	Do.	A	

7.2. The recommended list of nomenclatures for the eleven categories in Technical and Works classification is given in Appendix E and for the eight categories in Administrative and Clerical classification in Appendix F. The corresponding job descriptions are given in Appendix G and H respectively. The job descriptions of all the enumerated nomenclatures are generally speaking, on the basis of the existing practices in the industry. It is to be emphasised that the job descriptions cannot necessarily be exhaustive. The nomenclatures have been evolved after carefully screening the numerous nomenclatures currently being used by the Electricity Boards and licensees. Nomenclatures which are commonly used or which are peculiar to the industry have been retained, while the other nomenclatures are generalised in their descriptions. Duplication has been avoided. Identical nomenclatures, but distinguished as C, B or A have been chosen, as far as possible, for sub-categories falling within the particular category. For example, in the categories Skilled C, B and A, one set of standard nomenclatures is Linesman C, B and A. Generally, functional descriptions attached to nomenclatures have been ommitted. For instance, the nomenclature of 'Driver' can include a vehicle or a locomotive or an engine driver. Similarly, an Assistant Officer can be in the legal, labour or public relations departments. Each undertaking will indicate the functional character in brackets after the standard nomenclature this may be done as explained in the 'Note' in Annexures E and F. The nomenclatures have been standardised in such a manner as to facilitate their easy and universal adoption by the various undertakings with differing organizational structures. As an incidental benefit, the number of nomenclatures has been considerably reduced, being 67 in the Technical and Works Category and 30 in Administrative and Clerical Category, totalling 97 compared to 200 to 300 nomenclatures, which is about the average number existing in the Electricity Boards.

7.3. As an illustration, to explain the process of fitment of existing employees into the correct categories and allocation of proper standard nomenclatures, a study in depth has been conducted in the case of Gujarat Electricity Board. The results of this study are tabulated in Annexure I. Job Sheets relating to the evaluation of the 182 employees interviewed are enclosed as Appendix J. These 182 employees have been allocated 73 standard nomenclatures. Details are briefly summarised below:

Classification	Technical and Works	Administrative and Clerical	Total
No. of employees who are evaluated and placed in appropriate category—			
Non-Supervisory Group.	93	33	126
Supervisory Group	36	20	56
TOTAL .	129	53	182
No. of standard nomenclature allocated.—			
Non-Supervisory .	43	15	58
Supervisory . .	8	7	15
TOTAL .	51	22	73

7.4. It is expected that in fitting the existing jobs into the recommended scheme of the graded hierarchy of jobs, in a very large majority of cases, this would present no problems because the job worth and job description and not merely the existing designation will be the determinant of the issue. In view of the diversity of organizational patterns, there will be cases where it may be found that the duties performed by the incumbent of a job do not, for varied reasons, fully conform to the descriptions given in the schemes now formulated. The job descriptions are primarily meant for an undertaking to determine the nomenclature best suited for each employee. It may be possible that in the practical application of the scheme, some border line cases may arise but such are not likely to be many and given the necessary goodwill, they can be resolved by the parties concerned on the basis of the approach adopted in this report and if necessary with the aid of expertise provided by the Ministry of Labour and Employment. After standard nomenclatures are introduced, if an undertaking and its union desire to draw up an exhaustive manual of job descriptions, to include all local features, they may do so utilising the job descriptions given in this report as the foundation.

8. **Recommendations.**

As a conclusion to this report, the Sub-Committee makes the following ten recommendations. These have been dealt with earlier, but they have now been included and arranged in proper sequence.

8.1. The number of classifications, groups, categories and nomenclatures recommended are tabuled below :—

Classification	No. of Categories		Total No. of Nomenclatures	
A. Technical & Works				
(i) Technical (Non-supervisory) Group	8	11	57	67
(ii) Supervisory Group .	3		10	
B. Administrative & Clerical				
(i) Clerical (Non-supervisory) Group.	5	8	21	30
(ii) Supervisory Group .	3		9	
TOTAL .		19		97

8.2. The recommended nomenclatures are given in Appendix E and F. These have been standardised so that they can be easily and universally adopted by the various undertakings with differing structures. Generalised descriptions are given to the nomenclatures, except for a few such as lineman, jointer, meter reader, which are retained, since they are in use in the Industry for a long time and are generally universal all over the country and especially applicable to the electric supply industry. A measure of flexibility is therefore inevitable in choosing the standard nomenclatures.

8.3. Each of the main categories of semi-skilled, skilled, highly skilled and supervisory have been further sub-divided as B, A or C, B, A. Identical nomenclatures, but distinguished as C, B or A, have been prescribed wherever necessary. For example, in categories, Skilled C, B and A, one set of standard nomenclatures is Lineman C, B and A.

8.4. The job descriptions are given in Appendix G and H. These are not exhaustive and do not include local features or practices, which differ from one undertaking to another.

8.5. Each undertaking will give in brackets, after the standard nomenclature allocated to an employee, the functional description of his duties. The procedure for this purpose is illustrated in Appendix I and 'Note' in Appendix E and F. No significance will, however, be attached to such descriptions, except that they will be useful in understanding the specific functions of an employee in his daily work and that they will reflect local practices.

8.6. Each undertaking will process the fitment of each of its employees in his proper category and the allocation of a standard nomenclature. This will be done by scrutinising the possible standard nomenclatures and the corresponding job descriptions and following the procedures adopted by the Sub-Committee as explained in this report in Section 5 (Procedures adopted for the study) and Appendix D and as illustrated in the study in depth for Gujarat Electricity Board (Appendix I).

8.7. Undertakings shall avoid downgrading in the case of any of its existing employees, although it is inevitable that the existing grading of some jobs will be disturbed while allocating standard nomenclatures to employees. Instead, the approach shall be to re-allocate the work content of the particular job on a mutually agreed basis. This deviation from standardisation shall be avoided in the case of new entrants.

8.8. It is recommended that Undertakings shall endeavour, where feasible, to combine and allocate jobs pertaining to more than one nomenclature to an employee on a mutually agreed basis. Such a combination will result in the duties of an employee being of an omnibus type. The manner in which jobs are combined can vary not only between undertakings but also between units in the same region or areas of a large undertaking. In such cases, the employee will be given the standard nomenclature, corresponding to his main duties, while for convenience the standard nomenclatures covering his other duties can, if necessary, be indicated in brackets.

8.9. While the Wage Board will prescribe wage scales for the 19 categories under Technical and Works as well as Administrative and Clerical classifications, it is recommended that they may also consider laying broad guide lines on the following:

(a) Procedure for fitment of employees into various categories to follow para 8.6 above and to include the note of caution described in para 5.9.

(b) Promotion from one sub-category to another within the same category, as also from a lower category to a higher category.

(c) Procedure for dealing with nomenclatures which are left out of the present study, viz., medical, teaching and guest house staff.

(d) Nature of compensation for—

   (i) Marginal increase in duties from the standard job descriptions where an existing employee is considered as rated falling between two categories. Examples are: Office staff using specialised office machines, Steno-typists doing confidential work, clerk handling cash, accountants with limited power of attorney.

   (ii) Omnibus, standby and staggered type of duties.

(e) Linking capacity of the unit with category and corresponding nomenclatures.

(f) Efficiency and Productivity Schemes.

(g) Training and Educational Schemes.

(h) Welfare Schemes.

8.10. Every undertaking will proceed with the implementation of the above recommenations in consultation with its Union and by applying the principles of collective bargaining. It is not possible to list exhaustively all the details involved in the process. These details, which serve to give the necessary finishing touches will also take into account differences between regions as well as undertakings of different sizes in the same region. Where external assistance is needed, to resolve any differences that may remain outstanding, the Ministry of Labour and Employment may provide the services of independent experts.

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APPENDIX "A"

WORKING PAPER: CENTRAL WAGE BOARD FOR ELECTRICITY UNDERTAKINGS

1. Evolution of Electric Supply Industry in India.

1.1. It is necessary to dwell on the evolution of electric supply industry in India before formulating views on the wage structure for the industry. This background is to appreciate the "public utility character of electricity undertakings" and "the need of the industry in a developing economy", which phrasology occurs in the terms of reference of the Wage Board.

1.2. The power supply industry was conceived on modern lines in the country at the turn of the nineteenth century. Licences were issued for electric supply through thermal power stations at Calcutta, Bombay, Kanpur and Madras. The first hydel station was at Darjeeling, which was a tiny unit, followed by comparatively large scale generation at Sivasamudram (Mysore) in 1902 and then by Tatas near Bombay. In 1910, the basic Indian Electricity Act was on the legislative anvil. This was followed by a hydro-electric survey conducted by the Government of India. Progress in power development was indeed halting. In 1917, the combined plant capacity in the then British India (which included Burma) was 104 MW, which rose to 418 MW in 1930. By 1938 and later, State enterprise in power development came to the forefront of Government policy. This culminated in the enactment of the Electricity (Supply) Act in 1948, which laid emphasis on rationalisation in the production and distribution of electrical energy—a piece of legislation which became complementary to the Indian Electricity Act, 1910. The Electricity (Supply) Act in 1948 is a landmark, which clothed the State Electricity Boards with comprehensive and important powers of operation and financing, so as to achieve co-ordinated power development in the country by methods which are conducive to promotional use of electricity. At the same time, it introduced financial control over Licensees' Electric Supply Undertakings whereby a healthy balance was sought to be maintained between consumers' and investors' interests. The basic object of an Electric Supply Undertaking is to provide electricity to the consumer with an acceptable standard of service and at the lowest possible rate consistent with the financial viability of the Undertaking.

1.3. Power development was rapid after the formation of the First Five Year Plan. At the beginning of the plan, the generating capacity in the country was of the order of 2.3 million KW, which rose to 10.5 million KW, at the close of the Third Plan. The capacity visualised for the next two Five Year Plan has been reckoned at 20 and 40 million KW respectively. With state Sector now having a dominant role in power development, successful implementation of power plans would, with resources being available, largely depend upon the efficiency with which the State Electricity Boards operate. The Central Government may in due course wield increasing influence, since apart from the funds which it may make available to the States and the technical scrutiny exercised by the Central Government agencies on State Plans, new conceptions like regional grids, super-thermal and nuclear stations, integrated inter-State river valley schemes may be superimposed on the power map of India.

1.4. After a reasonable time had elapsed since the various Electricity Boards commenced their operations, Government of India appointed in 1964 a Committee headed by Shri R. Venkatraman to recommend immediate steps necessary to put State Boards on a sound financial footing, in the interest of promoting healthy power development. The terms of reference of the Committee were:

(i) To suggest ways and means of improving the revenue of the various State Electricity Boards and also income from electricity duty; and

(ii) To suggest the pattern of relationship between the tariff and electricity duty.

1.5. The consensus of the opinion of the Committee was that "there is no need for a major change in the present capital structure and any part of the capital need not be converted into equity capital". Further, as the first phase to be realised by 1967-69, the Electricity Boards are required to aim at higher revenues sufficient to cover:

(i) Operation and maintenance charges,

(ii) Depreciation,

(iii) General reserve, and

(iv) Interest charges on loan capital provided that accumulated arrears of interest, if any need not be provided for.

The second phase of the objective is to earn a net return of 3% of the capital base, besides what would be achieved in the first phase. In the words of the Venkatraman Committee Report: "This would amount to a return of 11 per cent taking into account the electricity tax/duty levied by the State Government, after meeting operation and maintenance charges and depreciation, i.e. interest charges 6 per cent, net profit 3 per cent, general reserve 1/2 per cent, electricity duty 1 1/2 per cent. The above return of 11 per cent compares well with the return of 12 per cent suggested by the Working Group on Price Policy for Electricity appointed by the Planning Commission and could therefore be considered as realistic and reasonable."

1.6. The Report goes on to say:

"In aiming at a good financial return, it would be no doubt necessary for the State Electricity Boards to have recourse to suitable enhancement of tariffs besides taking all possible economy measures in working expenses. At the same time, as electricity supply is a monopoly business, care has to be taken to safeguard against the tendency to push up the rates of tariff as also of the electricity tax or duty beyond certain levels as it may handicap the overall socio-economic development. It is imperative that every Electricity Board should strive to operate at the maximum efficiency. The State Government have adequate powers under the Electricity (Supply) Act, 1948, to watch the efficiency and performance of State Electricity Board and take necessary corrective action. The Committee would like to emphasise that without recourse to such action by the State Governments, the Boards themselves would be well advised to always keep the costs of generating, transmitting and distributing electrical energy including overheads as low as possible and to take necessary and suitable steps to this end by periodical reviews."

1.7. It is also necessary to quote the Venkatraman Committee's views on the 'Principles that should govern the fixation of rates relating to electricity tax or duty':

> "Tariffs for supply of power are generally guided by the principle of "what the traffic can bear", keeping in view the cost of power at the point of supply and also having promotional rates for encouraging consumption. The levy of electricity tax or duty should not take away the promotional features of the tariffs and distort the tariff structure evolved by the Board. State Governments should not also think in terms of earning unduly large return from electricity duty or tax merely with a view to improve their revenue position."

2. Basic Tasks and Ingredients of Basic Solutions.

2.1. From the historical review of the electric supply industry in India, it is clear that the big question mark casting its shadow over India's power development is how quick the State Electricity Boards would tend to become viable. This will largely depend upon the measure of realism the State electricity policies will exhibit so as to enable the Boards to conduct operations in such a way as to produce surpluses. The reviews conducted so far, including the latest Venkatraman Committee's report have highlighted the importance of efficiency and economy. However, these reviews have not touched upon the wage structure of the employees, who form the key to the successful functioning of enterprises. This aspect has no doubt been considered in detail by several Tribunals and Arbitrators, and embodied in agreements signed from time to time with the employees of individual undertakings. The task before the present Wage Board is to study this problem in depth on a national scale and evolve solutions.

2.2. The terms of reference of the Wage Board are as follows:

(a) to determine the categories of employees (manual, clerical, supervisory, etc.) who should be brought within the scope of the proposed wage fixation;

(b) to work out a wage structure based on the principles of fair wages as setforth in the Report of the Committee on Fair Wages; and

(c) to evolve a gratuity scheme for industry.

Explanation: In evolving a wage structure, the Board should, in addition to the considerations relating to fair wages, also take into account:

(i) the public utility character of electricity undertakings;

(ii) the need of the industry in a developing economy;

(iii) the requirements of social justice,

(iv) the need for adjusting wage differentials in such a manner as to provide incentive to workers for advancing their skill; and

(v) the desirability of extending the system of payment by results.

Explanation: In applying the system of payment by results, the Board shall keep in view the need for fixing a minimum (fall-back wage) and also to safeguard against overwork and undue speed.

2.3. The Wage Board has already finalised its recommendations for interim relief. To proceed further, it is necessary to define the basic tasks and to formulate ingredients of basic solutions.

2.4. The first task is job evaluation and standardisation of nomenclatures. This is a vital exercise, which has to be gone through earlier than later. This is apparent from a study of the recommendations of various Wage Boards, awards of Tribunals and the general climate of the employer-employee relationship in the country. For this exercise to be meanful, it has to be done on a national scale. The need and importance of job evaluation has been summarised as follows by Shri H. R. Gokhale in his 1962 award in the case of Bombay Electric Supply and Transport Undertaking:

> "Although, on a higher plane in our country, the need for instituting a rational wage structure, based on systematic evaluation of jobs, is understood, in practice, fixation of wages on the basis of Job evaluation has not yet been accepted, both by employers and employees, as an acceptable mode for wage administration. Both management and employees have their own suspicions about the systems of job evaluation and the traditional impact of the existing practices detract both of them from accepting systems which are supposed to be new and results of which are feared by both...... But it is now too late in the day to ignore the importance of a rationalised wage structure which can assist management and workers to reduce wage inequities to the minimum. The resentment expressed by workers in our country, more often than not, is on the adequacy of the existing pay packet, and even after the pay packet has been improved to the extent it can be under the given circumstances, contentment is not the result, because hardly any one has paid any attention to such problems of wage inequities which have their foundation in irrational and unscientific job classification. The well-known authority on Job Evaluation, Mr. E. Lanham in his book "Job Evaluation", observes as follows:
>
> 'An equitable distribution of the payroll of an organisation provides one of the strongest bases obtainable for sound, harmonious employer-employee relationships. Many of the other phases of personnel and industrial relations activity are rendered less effective or even completely void when the wage and salary structure is subject to criticism. Although dissatisfaction may stem from many sources, two major ones are the absolute and relative rates paid'.

2.5. In the Electric Supply Industry, job evaluation has been attempted in a reasonably comprehensive manner by Shri H. R. Gokhale in his above Award. He has dealt with the subject exhaustively and a study of his award will reveal the complexities of the problem and the time consuming nature of the ways and means to be adopted in coming to conclusions. To the extent that it was done several years back, after which newer techniques and ideas may have come into vogue and that it covers a large metropolitan area, Shri Gokhale's findings may have limitations, in their being universally applied throughout the country. Other Wage Boards, who have so far submitted their recommendations have not undertaken Job Evaluation on a wide perspective. The present Wage Board for sugar industry is now engaged in Job Evaluation. For the Wage Board for electricity undertakings, there can be no shortcut.

2.6. The importance of Job Evaluation is recognised by the Sub-Committee of the present Wage Board for determining nomenclatures etc. It has minuted that:

> "......it was agreed that apart from determining nomenclatures, wage scales etc. it was necessary to undertake job evaluation so as to achieve a measure of rationale in wage fixation.
>
> The process of job evaluation will necessitate time consuming work involving a measure of expenditure. It was accordingly agreed that the main Wage Board be apprised of the Sub-Committee's views and their approval sought to the need for the Committee undertaking job evolution. Such work to be reasonably objective would exceed nine months' spade work."

As suggested by the Sub-Committee, a separate working paper will be prepared on the procedures to be followed to implement the above decisions. The final objective will be the determination of standard coefficients and nomenclatures, and their classification into broad categories."

2.7. The second question is what should be the minimum wage? Considerable documentary evidence has been adduced by various employees' organisations that the minimum wage should be the need-based wage, which should be computed according to formulae for consumption given at the 15th Indian Labour Conference and by Dr. Aykroyd and others. These organisations emphasise that this minimum Wage should be based on the "need" and should have no relation with the capacity of the industry to pay, the public utility character of the industry etc. Some have argued that Electric Supply being a monopoly industry, the tariffs can be automatically increased to make room for the payment of a need based wage. The minimum wage demanded has varied from Rs. 150 to Rs. 275 per month. However much one may sympathise with the arguments made out by the employees' organisations with consummate skill, it cannot be denied that there are difficulties considering the practical conditions prevailing in the country. These include, apart from the impact of a large scale revision on the finances of the undertakings themselves, which cannot shed their public utility character, the structure of wages of other wage earners in the country, the per capita income of the country, the economic climate, the need to maintain price line etc. The Government of India has indicated, while advising the members of the Second Pay Commission that the recommendations of the Labour Conference should not be regarded as decisions of the Government who at no time are committed to take executive action to enforce the recommendations. The present Wage Board will have to make its recommendaitons taking all these considerations into account.

2.8. Annexure A* gives a broad sheet showing the total minimum wage paid by the various employers in the Electric Supply Industry. These wages include all the benefits convertilbe in the form of money, as defined in the Industrial Disputes Act, 1947, under Section 2(rr). The revised minima, after including the interim award are indicated in the last column† of the broad sheet. Annexure B* shows the minimum wages prescribed by other Wage Boards so far, including the effects of their interim recommendations††.

It is seen from these tabulations that the lowest and highest figures are as follows:

	Lowest Minimum Wages : Rs.	Highest Minimum Wages : Rs.
Electricity Undertaking ..	(figures to be filled up by Wage Board Office after careful verification.)	
Other industries as prescribed by Wage Boards ..		

2.9. The next question is that whether the minimum wage can be uniform throughout the country or whether it can reflect existing regional disparities and differences between units in each region. It may be ideal to remove these disparities, but under the present circumtsances, one can only take a few steps which should satisfy in the march towards an ideal. Apart from regional and other considerations within the industry, the disparities between one industry and another need also to be considered, before defining what is the ideal and framing the steps to reach it. Considering all aspects, it will be advisable to prescribe four different minima, and to group the employers into four categories, A, B, C and D. The movement of an employee in Category D progressively to Category A will be in such a way that there will be only one category within a period of six to eight years. For this purpose, every year, the minimum wage can be increased suitably till the difference is bridged.

2.10. The third question is what will be the wage scales (to include value of fringe benefits) and the differentials. When the minimum wage and the corresponding wage scale are determined, the next step is to evolve proper differentials. The committee on Fair Wages has observed:

> "......the general opinion appears to be that in fixing wage differentials the skill required, the training and risk involved, the responsibility borne, the physical and mental strain undergone, the efficiency of performance and the experience gained should be taken into consideration".
>
> ".........An examination of the wage structure of different industries in this country shows that the wage differentials obtainnig in industries have hitherto been based more on questions of supply and demand, accidents of history and sociological considerations than on any scientific appraisal of the factors that should be taken into consideration. The Committee considers that in the fixation of wage differentials the following factors should be taken into account:
>
> (1) the degree of skill,
> (2) the strain of work,
> (3) the experience involved,
> (4) the training required,
> (5) the responsibility undertaken,
> (6) the mental and physical requirements,

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*Annexures 'A' and 'B' are preliminary; correctness of figures are to be independently verified by Wage Board Office before finalisation.

†For the present, the last column in Annexure A has been omitted and can be included by Wage Board Office after verifying all figures.

††Wage Board Office may check in particular if the interim recommendations are included correctly.

(7) the disagreeableness of the task,
(8) the hazard attendant on the work, and
(9) the fatigue involved.

We are of the opinion that the machinery which we recommend for the fixation of wages should carefully go into the question of wage differentials after deciding on the weight to be attached to these factors".

2.11. Annexure 'C'* summarises the views of employers and employees on the subject. Shri Gokhale's Award of Wages and differentials for B.E.S.&T. Undertaking on the basis of job evaluation is summarised in Annexure D*. It is clear that the approach to the determination of wage differentials should not be *ad hoc*. but at the same time it is pertinent to refer to Shri Gokhale's conclusion that it is not possible to mathematically link wages with job evaluation coefficients. There are other considerations. These include the financial viability of individual units, the impact of violent changes in existing wage differentials, however *ad hoc* they may be, the blunting effect on wage differentials due to the payment of dearness allowance on a flat rate, the difficulties incorrelating job evaluation coefficients and wages in the two distinct categories, technical and administrative. Further to quote Shri H. R. Gokhale :

> "If jobs are classified according to relative values of factors judged to be important by both management and workers and are then given a wage value in proper relationship to the factors chosen, an acceptable wage structure should result. This wage structure will have the function of placing a monetary value on each job as it is related to other jobs, but not necessarily of placing an absolute monetary value on each job. The absolute value is usually determined by such considerations as prevailing rates in the community for comparable jobs, the economic conditions of the industry, government regulation, and the results of collective bargaining. Both employees and management tend to classify the jobs in their own way. Employees compare the jobs they now have with the ones in which they were formerly employed. They compare the work assigned to them with the work assigned to others. Some jobs are difficult, some are easy. Jobs are classified as desirable or undesirable in many different ways. Some jobs require a great deal of physical strength, others require little or none. Some jobs can be learnt in a few months, others take several years; some jobs are a source of pleasure and satisfaction, others are routine and dull. For the management, the classification at times depends upon the scarcity of suitable employees to perform a particular task. At other times, the classification depends upon such factors as learning the responsibility, and the amount of administrative ability required. To evolve a rational classification of jobs, it is necessary that both points of view of management and workers must be considered in arriving at a classification system for the purposes of wage administration."

2.12. The fourth question will refer to Dearness Allowance. It will be more acceptable to determine a uniform basic wage scale for various categories, and then to make appropriate variations in the degree of neutralisation of the cost of living between regions, to take into account regional disparities and between individual undertakings in the same region with differing financial viability. The other way would be to have a common base for dearness allowance, but different basic grade scales depending on regions, etc. The disadvantage of the latter is that when the basic wages differ at the beginning, the task of achieving uniformity later and to evolve a national wage pattern will become difficult. If the dearness allowance is different, by suitably stepping it up as the situation improves, it will be easier to reach the goal of uniformity. One objection to the determination of wages by job evaluation is this : Dearness allowance paid on a flat basis to compensate increases in cost of living forms a substantial part of the pay packet; this nullifies the effect of scientific determination of wage scales and differentials by the process of job evaluation. If variations in the degree of neutralisation are accepted between regions or undertakings can this idea be extended to cover different wage scales in the same unit? All these factors will require detailed examination.

2.13. The fifth question relates to gratuity scheme at retirement and fringe benefits not convertible in the form of money.

3. Productivity.

3.1. The desirability of extending the system of payment by results will now be examined. To quote from a recent paper—Labour Gazette, February 1968 issued by the Office of the Commissioner of Labour and Director of Employment, Government of Maharashtra,—by Prof. V. G. Mhetras. Professor of Labour Economics in Bombay :

> "Productivity refers to the most efficient utilization of all the available resources such as men, materials, machinery, money, marketing and above all, management. However, man being at the centre of all productive activity, this important, human resource needs to be handed carefully, properly, and sympathetically. He needs to be motivated, encouraged and helped. Higher productivity to him should mean good prospects of a substantial improvement in his earnings and eventually his standard of living. Over 15 years ago, First Five Year Plan observed : "That there should be keen realisation of the fact that in an underdeveloped economy, it (labour) cannot build for itself and the community a better life except on the firm foundation of a higher level of productivity to which it has itself to make a substantial contribution. The Second Five Year Plan laid equal emphasis on the same aspect and stated that, improvement in wages can result mainly from increased productivity. The same thought echoed even in the Third Five Year Plan. The Plan observed "Neither the exercise of their organised strength in industrial conflicts, nor laws and the intervention of the State can help the workers much in realising their aspirations. Their gains can arise only out of the strength and dynamism of the economy, the only enduring basis of which is a rising level of productivity. It is also reported that all Wage Boards have been in general agreement that 'no real wage increase can flow from merely out of Government decrees and that higher productivity alone can bring down the cost of production, ensure higher wages and arrest inflationary trends' (Dr. Lokanathan). Besides linking wages with productivity is

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*Annexure 'C' and 'D' are preliminary. Correctness of figures **are to be independently verified by** Wage Board Office before **finalisation.**

suggested from the viewpoint that labour is assured a fair share in the national income. The Draft of the Fourth Plan also favours the idea of linking increase in Wages with increase in productivity."

3.2. What will be the contribution of the Wage Board for Electricity Undertakings to this vital issue? At the outset it appears that the present Wage Board should not be engaged in enunciating formulae to link wages with productivity. It is felt that the success of the Wage Board's recommendations will depend on their retaining a necessary degree of flexibility. Accordingly, wage scales and differentials will not be laid down rigidly; only the minima will be specified, with a mandatory proviso that the individual employers and employees will negotiate increases thereof on the basis of increases in productivity. In making this recommendation, the Wage Board is aware that it is traversing an unbeaten path on its way towards harmonious employer-employees relationship, but it is convinced of the basic correctness of this novel approach.

3.3. Views on the link between wages and productivity expressed by various organisations who responded to the questionnaire of the Wage Board are summarised in Annexure E*. These views vary from a definite stand that productivity should be linked with wages to the other extreme that there should be no such link. Many doubts have also been expressed about the difficulties in measuring productivity in an utility service organisation.

3.4. In U.K. Electricity Boards, an attempt is now under formulation to link wages with productivity. This follows an agreement on 21st September 1967 by the National Joint Industrial Council for the Electricity Supply Industry in accordance with the recommendations of the National Board for prices and incomes. The agreement amongst other things provides for the introduction of detailed manpower utilisation yard-sticks which will be used not only to measure improvements in labour productivity in the first 12 months after the Agreement, but also, in conjunction with firm directives about the economic use of industrial staff, to stimulate improvements. It has also been agreed that the Electricity Council will accelerate the use of work study and the extension of soundly devised incentive or productivity payments additional to the scheduled salaries. With a view to control the man-power utilisation and measure changes in productivity over a period, various activities of the employees of the Electricity Supply Industry in U.K. have been categorised e.g., cable laying, cable jointing, meter reading, intallation inspections etc. Yard sticks have been specified for each of these activities such as equivalent trench yards per man day for cable laying equivalent joints per man day for cable jointing equivalent meters read per man day for meter reading, equivalent inspections per man day for installation inspections etc. In order to arrive at the equivalent units of work, the different types of jobs in a particular activity are weighted depending on the time taken for the various jobs. Each Electricity Board in U.K. has been asked to prepare periodic man-power and output returns showing the yard-stick figures for productivity measurements. A single index of productivity over a period will then be determined by each Area Board by weighting productivity indices for individual activities by the quantity of labour allocated to each activity. This is done either on the basis of man hours or man days utilised on each activity during the period under review. Based on this data, the final stage is to determine the productivity index for the Electricity Supply Industry as a whole. By the Agreement of the national Joint Industrial Council for the Electricity Supply Industry, it has been agreed that the improvement in labour productivity or otherwise during the 12 months after the date of the agreement will be taken into account while negotiating the next national pay settlement.

3.5. The measurement of productivity in the electric supply industry presents formidable problems unlike in other organisations engaged in the production of goods. At the same time, there cannot be two opinions that unless wages are linked with productivity in some workable manner, there can be no real increase in wages. Increases cannot be at the cost of consumers (except to some extent) as made out by some Unions, who may have been influenced by the monopoly nature of the business. The cost of financing cannot be ignored. The highlights of the report of the Venkataraman Committee referred to earlier will always have to be kept in view to serve as guide lines. Further, for any wage increase to be really effective, it can only be the outcome of increased efficiency and production for the country at large. Otherwise, prices will spiral up.

3.6. To promote the idea in the Electricity Undertakings in India, a Productivity Study Committee for the Industry can be appointed. The field is vast and a careful study is required. The link between wages and productivity should be established in such a manner that it has adequate flexibility and leaves margin to more efficient undertakings and groups of workers to earn more than others who have not made a similar contribution or effort. Each undertaking should be able to retain its own distinctive character. In other words, while the Wage Board will give the minimum wage scales, it will avoid rigidity in the structure of wages since it will be self-defeating. Upward increases will have to be worked out on the basis of productivity between individual organisations and the employees following broad guide lines which can be laid down by the Productivity Study Committee. The final increase can be negotiated by collective bargaining in each case.

3.7. By the nature of the business, it is not possible to measure the productivity of all occupations and sections of the industry. Therefore, payments for increases in productivity by individuals become difficult. Group incentive apears to be the only solution to start with. Individual incentive schemes can be considered much later, if possible, after the group incentive scheme achieves a broad measure of success. Productivity can be measured in individual cells of each organisation and an incentive given to all workers in the cell of each organisation and allied cells which would have made an indirect contribution. The results for the various cells can then be grouped together by suitable formulae and a second incentive paid for the entire organisation.

3.8. In the study of productivity, a peculiar character of the electricity supply industry requires mention. The industry generally covers the entire State, from large metropolitan areas to remote villages. A special feature is the necessity to maintain standby staff. The standby staff will not only include those detailed for such work during normal working hours, but also others who may be just available in their homes and who can come out to attend emergencies. If different staff are to be maintained for different functions in the smaller towns and villages, costs will increase considerably. Thus in a small town, where for instance, a Lineman, a Fuseman, a Street Lighter, a Meter Reader, a Delivery Peon, etc., do not have full time duties individually, these functions can be combined into an omnibus category and a reduced number of employees engaged who can be entrusted with one or the other jobs, depending on the quantum of work. In India, there is often a resistance on the part of a worker to carry out duties of other categories, especially of lower category, even though such a combination of duties leads to obvious economies. Thus, a skilled workman will demand the assistance of a mazdoor to carry things, even if the latter work may be of an intermittent nature, with long periods when the mazdoor may not have any work. Similarly, a driver is invariably used to drive vehicles, when the vehicle is only to be driven to the site of work in the morning and back in the evening. If such works are combined, the workmen carrying out the additional duties may be recompensed with an extra duty allowance. There is an arrangement in vogue in some Electricity Boards in U.K. which contributes to speedy work and increased output. Certain categories of staff like linemen, Jointers and Mates are liable to stagger, *i.e.*, they can work the scheduled number of hours per week in varying combinations, but not normally exceeding 12 hours a day. A payment is made for the staff placed in such staggered duty. This arrangement is particularly suitable for electric supply industry.

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*Annexure E is under preparation.

3.9. There are quite often complaints about the reliability of electric supply. The consequences of an unreliable supply are not often translated into the loss of money entitled by the curtailment of production in industry or agriculture and in wages. Therefore, efficiency can be measured by the continuity of the service rendered. One method of evaluating reliability of electric supply is described in a memorandum recently prepared by the Federation of Electricity Undertakings for their constituents. Reliability of the supply is dependent on two factors : One over which the workmen have no control, such as types of equipment used, nature of system and terrain served, monsoon, cyclone or other natural conditions etc; the second factor dependent on the workmen, such as quality of workmanship on construction works, efficiency in maintaining the system, skill and devotion to duty in effecting repairs etc. It is not easy to quantitatively measure the proportionate effect of these two factors in any improvement brought about in the reliability of supply in a system. The consumer is also not concerned with the individual contribution of these two factors, but is only interested in the overall improvement. However, as long as a part of the improvement is the direct result of the efforts on the part of the workers, there is no reason why they cannot be recompensed to some extent. Improvement in reliability of supply will bring more revenue and will also be financially beneficial to the consumers, who can pay a reliability surcharge depending on the reliability index. In other words, if the reliability index is above a certain minimum figure for a system or part thereof, as may be decided, the consumers can be expected to make an additional contribution to the revenue and a part of the surcharge can be passed on to the workers. It is expected that the electricity organisations will ensure that the reliability index will not fall below the stipulated minimum.

3.10. Another factor which cannot be ignored is framing of norms. This can be done by well known Work Study methods. Incentives can then be paid for increased outputs, while at the same time being cautious against over work and undue speed. Because of the special nature of the electric supply industry, its uneven work loads and the standby nature of some of the duties, payment can also be made, as explained earlier, for gainful utilisation of spare time (during working hours) for which work study will give an indication as to what time is spare. Work study will also concern itself with reduction of overtime and here again a part of the savings can be passed on to the workers.

3.11. The number of employees in an organisation will have a relation to the factors listed below. It may be worth while for the productivity Study Committee to consider these factors and draw up acceptable formulae for determining overall productivity index, which in turn could be linked with wages.

Area served

KWHrs sold annually

Maximum Demand

Total Revenue

No. of consumers

Physical size in technical terms such as number of sizes of generating stations, length of lines etc.

Ratio of Gross Revenue to Operating Expenditure.

Capital Expenditure in the year.

3.12. The above measures will result in an increase in wages as a direct result of increase in productivity or the total output. They can be adopted, after examining the needs of individual undertakings, taking precautions against overspeed and striking a balance between increased productivity and wages and a marginal decrease in employment opportunities.

3.13. In conclusion, one can ask two questions :

(1) What is necessary to successfully promote the idea of productivity among workers?

(2) Why is the above necessary for the nation at large?

In his paper referred to earlier, Prof. Mhetras answers the first question as follows :

> "A successful wage incentive scheme requires concurrent solutions of weighty human, technical and even social problems. Technically, the scheme must provide for FAIR job-standards as well as for sound rate fixing methods. Fairness to all concerned should be the main foundation. In this context it should be realised that the setting of standards of output on which incentive rates of payments are based is perhaps the most critical operational feature of such plans". Besides, the scheme should be 'well-balance' between technical, human and social considerations of an enterprise. The 'trial and error' basis with an agreement to change provides for a more satisfactory solution of the problem. Moreover, for a fuller implementation of the Scheme, it is necessary that it is introduced in consultation with the workmen and in agreement with the recognized Union. Due regard should also be had to the local shop floor opinions and expectations, along with the cordiality and agreement at the centre. In this sense, the process of its introduction should be necessarily communicative.
>
> Further, a need for co-operation and understanding, along with technical excellence, cannot be over-emphasised in that such incentive plans have a far greater chance of success when labour-management relations are in the area of mutual respect and

co-operations. A general climate of industrial relations at works in this respect is of great significance. Normally, employees entertain a feeling that the introduction of such scheme may result in speed up (faster work), stretch up (accepting more work load) and sweat-shop (additionally, with strict supervision). A fear of unemployment, and an apprehension regarding unfairness and Rate-cut in the standard Rate also exist in Workers' mind. Trade Unions too, have been reluctant to accept these schemes on more practical grounds. One Indian labour leader gave the following reasons, why Trade Unions do not feel enthusiastic about incentive schemes: Firstly, there is insecurity of incentive earnings, often resulting from (deliberate) actions of management. Secondly, it is looked upon by the employer as a substitute for a fair and rational wage structure. Thirdly, the extra-earnings from incentives are left out of computations of fringe benefits, bonus, retirement benefits etc. Fourthly, the standards and norms need not only to be objective and accurate, but that the union and the workers must feel satisfied that they are so (and this is not the fact in practice); and lastly, there should be greater participation by labour in the technical procedures, such as time-study, rate fixing etc. (which at present, is not the case). Ultimately, however, incentive plans rightly conceived and administered and duly supported by workers organizations must have a greater hope and surer end in success".

In his book "Excellence", John W. Gardner, President of Carnegie Foundation answers the second question as follows:

> "The importance of competence as a condition of freedom has been widely ignored (as some newly independent nations are finding to their sorrow). An amiable fondness for the graces of a free society is not enough. Keeping a free society free—and vital and strong—is no job for the half-educated and slovenly. Free men must be competent men. In a society of free men, competence is an elementary duty. Men and women doing competently whatever job is theirs to do tone up the whole society. And the man who does a slovenly job—whether he is a janitor or a judge, a surgeon or a technician—lowers the tone of the society. So do the chiselers of high and low degree, the sleight-of-hand artists who always know how to gain an advantage without honest work. They are the regrettable burdens of a free society.
>
> But excellence implies more than competence. It implies a striving for the highest standards in every phase of life. We need individual excellence in all its forms—in every kind of creative endeavour, in political life, in education, in industry—in short, universally.
>
> Those who are most deeply devoted to a democratic society must be precisely the ones who insist upon excellence, who insist that free men are capable of the highest standards of performance, who insist that a free society can be a great society in the richest sense of that phrase. The idea for which this nation stands will not survive if the highest goal free men can set themselves is an amiable mediocrity."

4. General Observations on Wage Boards.

4.1. Before framing detailed recommendations for the electric supply industry, it is necessary to make general observations on the tasks faced by the Wage Boards in general. According to the Planning Commission, the Wage Boards are concerned with the laying down of principles to bring wages into conformity with the expectations of the working class in the future pattern of society; at the same time, the expectations of the employers and the impact on the national standard of living and the gross national output will have also to be considered. The Government of India, the organisations of employers as well as employees, besides a large body of expert opinion are now having second thoughts on the utility of Wage Boards. The National Labour Commission is reported to be critically studying the recommendations of its Committee on Wage Boards. Public opinion on the reasons for the shortcomings of Wage Boards have been succinctly summarised in a recent editorial (13-3-1968) in the *Times of India*. To quote the editorial:

> "In its efforts to achieve unanimity the committee (of the National Labour Commission) has resorted to equivocation with the result that it seems to argue for the abolition and continuation of these boards in much the same breath. For instance, it concedes that it would not make any real difference to industrial relations if wage boards were replaced by a machinery to promote collective bargaining. It goes, so far as to say that they should not be set up under any statute. But at the same time it is fully convinced that the defects of the system are easily remediable and that wage boards are as necessary now as they were during the last two Plans. The Committee has made several recommendations to make them more effective. Among other things, it has sugggested that wage board awards should be made statutorily binding. This is based on the singularly naive assumption that lack of statutory sanction is their major weakness. The plain fact is that wage board awards are seldom unanimous or acceptable to both employers and employees.
>
> Some of the major handicaps under which wage boards have been functioning can be removed by the inclusion of technical assessors, the choice of chairmen who are acceptable to both employers and employees and by fixing a deadline for each board to submit its report. But experience of the working of all the 14 wage boards in the last two plan periods shows that they have rarely been able to resolve the basic conflicts between employers and employees. This is because their functions are simple in outline but awkward in detail. Even if their terms of reference are made comprehensive, it will be difficult for them to reconcile regional disparities and widely varying working conditions in individual units in the same industry. Their task has been made all the more difficult by inter-union rivalries. The setting up of wage boards has in fact undermined the self-reliance of trade unions to the point where they are no longer capable of collective bargaining. Apart from all this some of its suggestions, notably that wage boards should strive to improve productivity by giving incentives to workmen, are to say the least, irrelevant. For productivity has little relation with wage structures. Even monetary incentives such as those given by

wage boards in the past have increased inflationary pressures without improving the skills of workmen."

4.2. It is a pre-requisite that Wage Boards steer clear of the pitfalls that beset their path. To some extent they have to strike new ground. When the National Labour Commission finalises its deliberations, it will be giving guide lines for the future. In the meanwhile, it will be advisable if the present Wage Board on the Electric Supply Industry analyses broadly some of the problems faced by Wage Boards in general before arriving at its final recommendations. As stated earlier, the first problem is concerned with the standardisation of nomenclatures with its associated job evaluation and the present Wage Board will shortly undertake this work for the electric supply industry. However, for the results of such a study to be more effective, it is desirable that a national pattern to cover the entire industrial activity is formulated at an early stage. Job evaluations by individual Wage Boards have some limitations, since each such body which is concerned with one industry will not generally be in a position to evolve job evaluation coefficients and nomenclatures after taking into account the corresponding jobs in other industries. To broaden the base of job evaluation, as a first step, allied industries falling under the same pattern will have to be grouped together, such as textiles including man-made fibres, engineering, plantations, public utilities, etc. Standardised nomenclatures can be determined for each group and to the extent feasible, then inter-related with those in other groups and the nomenclatures further standardised. For instance, a "fitter" in one group of industries will be identical in all ways to a "fitter" in any other group, where such nomenclature is applicable. It is necessary to caution that standardisation cannot be an end in itself and should not be pushed too far. Necessary distinctions between one job and another especially in different industries should not be sacrificed merely to promote standardisation of nomenclatures to an unnecessary degree. After this standardisation is completed, wages and wage differentials can be determined to obtain a reasonable uniformity. The end of this exercise is therefore to evolve an integrated rational wage scale to cover an over widening spectrum of national activity.

4.3. The best long term solution to handle a complex problem of the above nature would be to set up a statutory and autonomous National Job Evaluation Board. Its terms of reference can be as follows:

(1) To group industries under a compact number of categories, each group including industries which are reasonably akin to one another;

(2) To study the existing nomenclatures, job descriptions and job evaluations, already carried out;

(3) To tabulate the above data groupwise in the form of a directory with different nomenclatures applicable for the same job being listed together;

(4) To standardise procedures of scientific Job Evaluation including alternative procedures to be simultaneously applied;

(5) To complete the Job Evaluation in the major industries; including re-evaluation where applicable;

(6) To compare the coefficients for equivalent categories after the evaluations in the major industries are completed, check for inconsistencies, allot weightages and make adjustments so that the final tabulations present a uniform pattern applicable to all major phases of industrial activity;

(7) To draw up a table of job evaluation coefficients for grouping into uniform categories such as unskilled, semi-skilled, skilled, highly skilled, etc., applicable to all the industries under review; to determine the nomenclatures in each group, aiming to the extent possible at uniformity between different industries;

(8) To specify the extent to which job evaluation coefficients can be linked with wages for the standardised nomenclatures; to explain the limitations of such an application and describe other considerations which will require a flexible linkage;

(9) To periodically review the above for bringing the data uptodate.

4.4. The body which will be set up by Statute will have a small organisational setup consisting of experts and an administrative organisational unit for continuity. It will be assisted in its deliberations by different committees for the major industries, the committees consisting of full time experts of the Board and representatives of employers and employees. The pattern of working of the Indian Standards Institution can be generally followed. The Board will remain an expert Body in its own field and may give broad indications of the link between job evaluation coefficients and wages, according to item (8) above. By its nature, job evaluation is not a one time exercise. Periodic revisions including re-assessments of job evaluation are essential. Hence the need of a permanent organisation for continuity and uniformity.

4.5. The function of the National Job Evaluation Board will not extend into the final determination of the relation between the data prepared by them and the wages or differentials to be actually prescribed. This will be the responsibility of the individual Wage Boards, who will use the data as their first tool. No doubt the Wage Boards will endeavour to obtain uniformity to the extent possible between the various industries in a group and later where feasible between different groups. This will necessarily be a slow process, as existing socio-economic disparities will have to be considered. These disparities can be broadly classified as follows—

(a) between individual plants in the same industry, depending on
    (i) size age of the enterprise, profitability and/or
    (ii) geographical location, including supply and demand position of personnel and existing differentials due to historic reasons.

(b) between plants in the same geographical location, but related to different industries.

4.6. To ensure a gradual transition towards a reasonable uniformity in different industries and locations, broad policy guide lines will have to be laid down by the Central Government at its highest level to measure the effect of the above disparities on the job evaluation coefficients and associated data and to arrive at the wages and their differentials. This matter cannot be left to the judgment of the individual Wage Boards. The guide lines will include the fixation of a basic minimum wage corresponding to the lowest job evaluation coefficient. This can be regionwise to start with, if it is not possible to achieve uniformity for all regions.

4.7. The guide lines will also deal with (a) the need to preserve incentives for a worker to lift himself from one classification to another and (b) the link to be established between wage and productivity. These are two vital pre-requisites. The National Productivity Council can establish normal productivity levels for each job evaluated by the Job Evaluation Board. This will be useful in framing an uniform rational pattern for the link between wages and productivity. Besides, there will be need for the establishment of Productivity Study Committees for each industry, to frame recommendations to suit its own character, but at the same time following the uniform rational pattern as far as possible. It is essential to repeat what has been stated earlier in Section 3 of this paper. While the Wage Boards will specify minimum wage scales and differentials, there should be no attempt in laying down a rigid structure. The minima specified will be raised in individual organisations separately by collective bargaining, with its basis on productivity. It is felt that the introduction of this new dimension into Wage Board proposals will strengthen the conception behind Wage Boards, and give new vitality to their recommendations. In other words, what is now proposed is a new idea that the Wage Boards will build the foundation for wage structures and differentials, but the super-structure will be built by collective bargaining in each individual unit of the industry. This interpretation is expected to cover the following paragraph included in the terms of reference of the present Wage Board:

> "In applying the system of payment by results, the Board shall keep in view the need for fixing a minimum (fall-back wage) and also to safeguard against overwork and undue speed."

4.8. A policy on wages and differentials, where the above factors are ignored cannot be satisfactory and it will be futile to merely dwell on labours' expectations and the ratios between the lowest and highest paid workers. Wages and differentials as well as the policies governing them are by their very concept dynamic in nature. To prevent obsolescence, periodic rethinking is unavoidable to meet the challenges posed by the continuously changing face of industrial, social and human relations, growth of economy and other facts of activity affecting the entire country.

5. Further Programme for the Wage Board for Electricity Undertakings

5.1. The first programme is to formulate a procedure for job evaluation and standardisation of nomenclatures. For this purpose, apart from the data set forth in the award of Shri H. R. Gokhale and other Tribunals, the latest thinking on the subject is being studied by the author of this paper. Besides, the policies adopted by the Indian Air Lines Corporation and the Wage Board for Sugar Industry, who are currently engaged in job evaluation will be ascertained. Guidence from Productivity Centre, Ministry of Labour and Employment and other expert organisations in this field will be sought if necessary. A comprehensive manual on the job evaluation and standardisation of nomenclatures will then be submitted for the approval of the members of Wage Board.

5.2. On the basis of the above job evaluation and standardisation of nomenclatures will be first undertaken for Maharashtra State Electricity Board (for employees upto a salary limit of Rs. 750/- per month). The results of the study will be communicated to the Electricity Board and the relevant employees organisation. Necessary adjustments will be made, if found necessary on the basis of the comments received. The final data will be submitted to the members of the Wage Board for their critical examination and further changes made, as may be found desirable. This will complete the job evaluation and standardisation of nomenclatures in the case of one Electricity Board (Maharashtra).

5.3. Following the results of the first study, a revised manual will be prepared and the work will be extended to all the Electricity Boards and other electricity undertakings. A procedure will be laid down in the manual whereby the work can be undertaken simultaneously for all the organizations, but in an uniform manner. It is expected that the individual employers and the respective employees organizations will jointly apply themselves in this endeavour. The results thus obtained will be compared and adjustments made to compile a listing of job evaluation coefficients and standard nomenclatures. This will be submitted for the final consideration of the members of the Wage Board, after which a national directory will be prepared. This directory will also classify the nomenclatures into categories depending on degree of skill etc., separately for technical and administrative divisions. This data will form the basis on which the wage scales for the various categories will be subsequently worked out.

5.4. Simultaneously with the above, a working paper will be prepared giving detailed recommendations, including possible alternatives on the following, generally on the basis of ideas set forth in earlier paragraphs 2.8 to 2.14, taking into account such modifications, as may be decided upon by the Wage Board, after giving consideration to this working paper.

1. The minimum wage, including differences, if any between regions/units.
2. Wage scales (to include value of fringe benefits) and differentials
3. Dearness allowance
4. Gratuity Scheme at retirement
5. Fringe benefits not convertible in the form of money.

The detailed proposals made in the working paper will serve as the basis for the final recommendations to be arrived at after the directory on job evaluation is completed.

5.5. After the matters raised in Section 3 of this paper are discussed and the course of further action chalked out by the Wage Board, another working paper will be prepared on the subject of productivity and application of the system of payment by results. This will serve as a guideline and will include basic recommendations to individual employers and the corresponding employees' organizations to negotiate wage increases by collective bargaining.

5.6. The success in the implementation of further programmes outlined above will largely contribute to the preparation of the final report of the Wage Board for Electricity Undertakings. The results expected to be achieved by these programme will be the presentation of data and conclusions on a scientific and objective basis. Therefore, an optimistic hope is that the Wage Board will be enabled to steer clear of recognized pitfalls in arriving at the final recommendations and that these recommendations will find universal acceptance to the optimum extent possible under the conditions prevailing in the industry and the country.

ANNEXURE "A"

(Para 2·8)

Total Minimum Wage paid by Employers

These wages include all the benefits convertible in the form of money as defined in the Industrial Disputes Act, 1947, under Section 2 (rr).

S. No.	Name of Employer	Minimum Wage Rs. P.
A.	*Electricity Boards*	
1	Assam State Electricity Board	110·00
2	Bihar State Electricity Board	92·50
3	Gujarat State Electricity Board	139·00
4	Madhya Pradesh Electricity Board	100·00
5	Madras State Electricity Board	93·00
6	Maharashtra State Electricity Board	129·20
7	Mysore State Electricity Board	140·00
8	Orissa State Electricity Board	92·00
9	Rajasthan State Electricity Board	97·00
10	U.P. State Electricity Board	92·50
11	West Bengal State Electricity Board	128·60
B.	*Municipal & Semi-Government Undertakings.*	
12	B.E.S.&T. Undertaking	205·00
13	Durgapur Projects Ltd.	108·00
**14	Tanjavur Municipality	72·20
C.	*Public and Private Electric Companies*	
15	Ahmedabad Electricity Co. Ltd.	182·47
16	Ahmednagar Electric Supply Co. Ltd.	85·00
17	Aligarh Electric Supply Co. Ltd.	28·00†
18	Amalgamated Electricity Group of Companies	105·00
19	Anand Electric Supply Co. Ltd.	110·00
20	Associated Power Co.	115·15
21	Bassein Electric Company	80·00
22	Berhampore Electric Supply Co.	60·00
23	Bhagalpur Electric Supply Co., Ltd.	110·00
24	Bhavnagar Electricity Co.	118·00
25	Bombay Suburban Electric Supply Ltd.	235·00
††26	Broach Electric Supply & Development Corpn.	152·00
27	Calcutta Electric Supply Corporation	108·00
28	Cambay Electric Supply Corpn.	105·00
29	Chandamagore Electric Supply Co.	105·00
30	Chowgule & Co. Pvt. Ltd.	108·75
31	Cochin State Power & Light Corpn.	155·00
32	Darbhanga Laherisarai Elec. Supply Corpn.	69·50
33	Dibrugarh Electric Supply Co. Pvt. Ltd.	103·80
34	Dishergarh Power Supply Co. Ltd.	113·15
35	East India Electric Supply & Traction Co. Ltd.	93·00
36	Electrical Undertakings Ltd.	88·75
37	Farukhabad Electric Supply Co. Ltd.	125·33
38	Ichalkaranji Electric Supply Co.	104·00
39	Jaunpur Electric License	30·00@
40	Jharia Coal Field Electric Supply Co.	102·50

ANNEXURE 'A'—contd.

S. No.	Name of Employer	Minimum Rs. P.
41	Kanara Electric Supply Co. Ltd.	90·00
42	Karad Electric Supply Co. Pvt. Ltd.	102·00
43	Kishore Electric Supply Corpn.	30·00*
44	Lonavla Kandala Electric Supply Co. Pvt. Ltd.	70·00
45	Mirzapur Electric Supply Co. Ltd.	93·00
46	Matheran Electric Supply Co. Ltd.	85·00
47	Mount Abu Electric Supply Co.	71·00
48	Muzafferpur Electric Supply Co. Ltd.	114·00
49	Mutra Electric Supply Co. Ltd.	118·00
50	Nadiad Electric Supply Co. Ltd.	100·00
51	Nagpur Electric Light & Power Co. Ltd.	146·26
52	Nauhali Electric Supply Co. Ltd.	85·00
53	Patna Electric Supply Co.	75·00
54	Rander Electric Supply Co. Pvt. Ltd.	95·00
55	Pilhibit Electric Supply Co. Pvt. Ltd.	97·00
56	Raniganj Electric Supply Co. Ltd.	60·00
57	Riverside (Bhatpara) Elec. Supply Co.	80·00
58	Rohtak & Hissar Dist. Elec. Co.	93·00
59	Satara Elec. Supply Co. Pvt. Ltd.	90·00
60	Salem Erode Electricity Dist. Co. Ltd.	64·00
61	Sharanpur Elec. Supply Co. Ltd.	139·30
62	Sehore Electric Supply Co. Pvt. Ltd.	70·00
63	Shahjahanpur Electric Supply Co. Ltd.	122·00
64	Shillong Hydro-Elec. Ltd.	116·00
65	Sihor Electricity Works Ltd.	61·00
66	Sijua (Jherriah) Elec. Supply Ltd.	134·80
67	Sirsa Electric Supply Co. Ltd.	78·50
68	South Madras Elec. Corpn.	80·00
69	Surat Electricity Co. Ltd.	148·00
70	Tata Hydro-Elec. Power Supply Ltd.	175·00
71	Thana Electric Supply Co. Ltd.	235·00
72	Tinsukia Electric Supply Co. Ltd.	65·00
73	Tinnevelley Electric Supply Co. Ltd.	30·00
74	Vellore Electric Supply Co. Ltd.	105·00
75	Viramgam Electric Supply Co. Ltd.	114·00
76	Western U.P. Elec. Power & Dev. Co. Ltd.	97·00

**This indicates only the basic wages. The figure of D.A. is not available which is paid at the following rate : 18 Ps. per point rise over and above 400 points of Trichy Cost of Living Index.

††Basic Wages only. The figure of D.A. is not available. It is paid at the following rate : 16 Ps. per point rise over 100 points of cost of living index at Madurai. Minimum 30% of the basic—Maximum Rs. 150.

†This indicates only basic wages. The figure of D. A. is not available. It is paid according to U. P. Government Rules.

@This indicates only basic wage. The figure of D. A. is not available. It is paid at the living index figure for Kanpur or 40% of basic salary upto Rs. 100/- whichever is higher.

*This indicates only basic wages. The figure of D.A. is not available. It is paid according to Kanpur Index No.

ANNEXURE 'B'

Minimum Wages prescribed by other Wage Boards (Para 2·8)

(including effect of interim recommendations)

S. No.	Name of the Wage Board	Basic Pay	Dearness Allowance	Total as on date	Remarks
		Rs. P.	Rs. P.	Rs. P.	
1	*Sugar Wage Board* :				
	(a) Central Region.	66·00	These figures may be worked out by the Wage Board Office on the basis of formula given in Remarks column.		D.A. Formula : 55 paise per point of rise over 123 points of the all India Consumer Price Index number.
	(b) North Region	76·00			
	(c) Maharashtra Region	87·00			
	(d) South Region	81·00			
2	*Cement Wage Board* :				
	(a) Gujarat and Saurashtra Region.	52·00	38·50	90·50	Rs. 7·50 House Rent Allowance extra.
	(b) Other Centres	52·00	31·50	83·50	Rs. 7·50 House Rent Allowance extra.
3	*Jute Textile Industry* :				
	(a) West Bengal Region	48·50	32·50	81·00	D.A. Formula : Equated to the Working Class Consumer Price Index of 425 for Calcutta (with base year 1939=100); rise of every point above 425 to be compensated at the rate of 20 paise per point.
	(b) Outside West Bengal	48·50	32·50	81·00	This is in case of 7 Mills, in other six Mills, the recommendation is to be applied in a phased manner.
4	*Tea Plantation Industry (Field Workers)* :				
	A. *North East India.*				
	(a) *Assam Valley.*				
	(i) Tea Plantation of 150 acres.	58·00	These figures may be worked out by the Wage Board on the basis of formula given in Remarks column.		*Note*.— (1) Monthly rate is arrived at by multiplying daily rate by 26. (2) The payment of D.A. according to the scheme below should be made till the average of All India Index reaches the level of 200 points; if the index rises beyond this level, the parties would be at liberty to review this scheme and reach a fresh agreement to take effect after the expiry of the operation period of Board's recommendation (i.e. after 31-12-1970). (3) Factory Workers : The existing differentials between the rates of wages in Field and Factory workers should continue in North East India. For Factory workers in Madras, Kerala and Mysore, an extra payment of Rs. 5·20 is recommended. *D.A. Formula* : *North East India* 4 paise per day per point of increase above 170 points in the average All India Consumer Price Index number subject to a maximum increase of 16 points in North East India. Any excess over this limit in any year, is to be carried over to next year starting from 1st April. *North India* 0·75 paise per day per point rise above 170 points in average All India Consumer Price Index Number subject to a maximum of 12 points. Any excess is to be carried over to next year starting from 1st April. *South India.* Same as North India.
	(ii) Other Tea Plantations.	57·72			
	(b) *West Bengal*				
	(i) Tea Plantation of 500 acres and above.	58·38			
	(ii) Tea plantation below 500 acres.	54·60			
	(c) *Tripura*	39·78			
	B. *North India.*				
	(a) Punjab & Himachal Pradesh.	31·20			
	(b) (i) Uttar Pradesh Dehradun.	41·60			
	(ii) Bering and Chokorie areas of Almorah District	31·20			
	(iii) Other Areas of Almorah and Garwal District.	22·36			
	(iv) Bihar-Ranchi	40·30			
	C. *South India.*				
	(a) *Madras*				
	(i) 100 Acres and above	58·50			
	(ii) Less than 100 acres	54·86			
	(b) *Kerala*				
	(i) 100 acres and above	58·50			
	(ii) Less than 100 acres	56·68			
	(c) *Mysore*				
	(i) 100 acres and above	58·50			
	(ii) Less than 100 acres	54·86			

ANNEXURE 'B'—*contd.*

S. No.	Name of the Wage Board	Basic pay	Dearness Allowance	Total as on date	Remarks
		Rs. P.	Rs. P.	Rs. P.	
5	*Coffee Plantation Industry :*				
	(a) All estates of 50 acres and more in Mysore and Madras (except Madurai and Salem Districts) and estates of 300 planted acres and more in Wynad in Kerala State.	57·50	These figures may be worked out by Wage Board on the basis of formula given in remarks column.		*Notes.*—(1) Monthly rates arrived at by multiplying daily rates by 26. (2) Basic wages shown here are effective from 1-7-1968. (3) Dearness Allowance : The Board recommended additional increase in D.A. for the lowest paid category at the rate of Rs. 26 p.m. Besides this the Board suggested that additional payment of 10% of the total amount of D.A. (comprising the old D. A plus the additional D.A.) for this category. (4) The Board also prescribed monthly pay scales for office attendants at Rs. 65 per month in an incremental scale ending with Rs. 96.
	(b) All estates below 50 Planted acres				
	(i) Mysore . .	55·12			
	(ii) Madras . .	55·12			
	(c) All Estates in Salem and Madurai Districts.	55·12			
	(d) All Estates below 300 Planted acres in Wynad . . .	55·12			
	(e) All estates other than Wynad in Kerala.	57·20			
6	*Rubber Plantation Industry:*				*Notes.*—(1) The monthly rate of wages arrived at by multiplying daily rate by 26. (2) Dearness Allowance : The Board equated the wage payable during the year 1966 (1-4-1966 to 31-3-1967) to the average consumer price index number (1960=100) for Mundakayam for the year 1965, which stood at 135. It suggested that these wages should be revised on 1-4-67 and 1-4-1968, by adding dearness allowance at the rate of 1.1 ps. per day per point for the rise in the average consumer price index number for Mundakayam for the calendar year 1966 and 1967 respectively over the level for 1965. In recommending payment of dearness allowance, the Board however, stated that no dearness allowance should be paid in respect of any rise in the average index number over the level of 160 points.
	A. *Field Workers.*				
	(a) On Estates of more than 100 acres.				
	(i) Kerala & Madras	54·60	These figures may be worked out by Wage Board on the basis of formula given in remarks column.		
	(ii) Mysore . .	46·80			
	(b) On estates less than 100 acres.				
	(i) Kerala and Madras	52·78			
	(ii) Mysore . .	44·46			
	B. *Factory Workers.*				
	(a) On Estate of more than 100 acres.				
	(i) Kerala & Madras	59·80			
	(ii) Mysore . .	49·40			
	(b) On estates of less than 100 acres.				
	(i) Kerala & Madras	60·58			
	(ii) Mysore . .	49·40			
7	*Iron & Steel Industry:*				
	(a) *Works Department*				
	(i) Tisco and Iisco .	61·00	64·00	125·00	D.A. Linked with All India Consummers Price Index (with 1949 base 100). The rate of variation for every ten points rise or fall is Rs. 1·50. Revision of D.A. to be effected every three months on the basis of average Index of previous quarters.
	(ii) H.S L. . .	80·00	45·00	125·00	
	(iii) Mysore I.S.L. .	65·00	50·00	115·00	
	(b) *Services and outside works.*				
	(i) Tisco and Iisco .	56·00	64·00	120·00	
	(ii) H.S.L. . .	75·00	45·00	120·00	
	(iii) Mysore I.S.L. .	60·00	50·00	110·00	
8	*Coal Mining Industry:* .	..	..	113·00	Consolidated wage @Rs. 5·50 for day inclusive of 10% attendance bonus. This is linked to index No. 166 of All India average working class Consumer Price Index. For every point rise over 166, the dearness allowance shall be paid at the rate of .3 paise per point; adjustment to be made once in every six months.

ANNEXURE 'B'—concld.

S. No.	Name of Wage Board	Basic Pay	Dearness Allowance	Total as on data	Remarks
9	*Limestone & Dolomite Mining Industry:* Mines wherein Total emoluments as at 1-4-1966.				
	(a) Below Rs. 91 p.m. or Rs. 3·50 per day.	..	..	104·00 (or Rs. 4 per day)	Increase in wages to be effected at 25 paise per annum over period of five years.
	(b) Rs. 91 p.m. to Rs. 104 p.m. or Rs. 3·50 to Rs. 4·00 per day.	..	..	117·00 (or Rs. 4·50 per day).	
	(c) Above Rs. 104 or above Rs. 4 per day.	..	..	130·00 (or Rs. 5 per day).	Increase in wages to be effected at 25 paise per annum over a period of three years.
					D.A. : The scale recommended are linked with average All India Consumer Price Index No. 166. The increase in Index number beyond 166 is to be compensated @Rs. 1·50 for monthly rated staff & Rs. 0·06 per day for daily rated staff for rise of every 2 points. D.A. to be revised every quarter on the basis of Index number available for the previous quarters.
10	*Iron Ore Mining Industry:*				The pay scales recommended are same as Limestone and Dolomite Industry.
11	*Cotton Textile 1st Wage Board:* Textile Mills situated at following centres :				
	(a) Bombay City and Island.	40·00	177·75	217·75	
	(b) Ahmedabad . .	38·00	These figures may be worked out by the Wage Board.		
	(c) Baroda . . .	36·00			
	(d) Billimoria . .	36·00			
	(e) Navsari . .	36·00			
	(f) Surat . . .	36·00			
	(g) Nadiad . . .	36·00			
	(h) Hissar . . .	55·00			
	(i) Delhi . . .	40·00			
	(j) Modi Nagar U.P. .	..			
	(k) Calcutta City .	38·17			
	(l) Madras—The whole state.	40·00			
	(m) Bangalore . .	37·00			

ANNEXURE "C"

(Para 2.11)

Wage Differentials—Views of Employers and Employees:

C.1. The Wage Board in its questionnaire has formulated four questions on Wage differentials. The questions are reproduced below and the replies summarised :

Question 54

C.2. What weightage, according to you, should be given to the following factors in fixing wage differentials for each category of employees in your establishment :

(a) Degree of skill,
(b) Strain of work,
(c) Experience involved,
(d) Training required,
(e) Responsibility undertaken,
(f) Mental and physical requirements,
(g) Disagreeableness of task,
(h) Hazard attendant on the work, and
(i) Fatigue involved.

Employers' Views

C.3. Some employers have arranged the factors listed in the question in order of their preference. Others have allotted weightages in terms of percentages to all these factors. A few state that the present wage structure has been formulated after taking into account all these factors. Some argue that though no systematic evaluation of jobs has been done by them, they have generally taken into account all these factors while fixing the differentials. One employer is of the view that these differentials already exist in qualifications, efficiency, experience etc. He further adds that there should not be any hard and fast rule as an efficient experienced man is always promoted to the higher post. There is also one employer who feels that the fixation of weightage is dependent upon the type of operation carried out by the undertaking. He adds that their wage structure was evolved after giving due consideration to the degree of skill required and other relevant factors and further that since there are a few resignations, the weightage allowed is reasonable. According to another employer, factors mentioned in the question would merit different weightages for different categories of employees. Generally speaking the factors of responsibility, experience and mental requirements would be given more weightage in the higher positions, whereas the factors regarding fatigue, hazards, strain of work and degree of skill would merit more weightage in the lower and middle categories. It would be difficult to work out mathematically the weightage for different factors for each category.

Employees' Views

C.4. Some Unions have arranged the various factors in order of their preference and have given weightages to each factor in the form of percentage. Some others have mentioned that the employees should be classified in seven broad categories such as (1) Unskilled, (2) Semi-skilled B, (3) Semi-skilled A, (4) Skilled B, (5) Skilled A, (6) Highly skilled B, and (7) Highly skilled A. A few have indicated the ratio between the various categories mentioned above. According to one Union, the employees who handle jobs which are crucial to the industry should be paid higher wages than what the equivalent categories may be paid in other industries where they may have only marginal importance. Another Union suggests that the differentials should be fixed so as have regard to the present level of prices. According to one Federation, the continuous rise in prices and the payment of D.A. on a basis which provides a higher percentage of neutralisation for the lowest paid worker and a progressively lower percentage at higher wages have played havoc with differentials. Another Federation suggests that the increments should roughly have the same proportion to the wages at all levels and that increments should neither mar nor widen the differentials.

Question 55

C.5. Do you consider that the prevailing wage differentials provide sufficient incentive to employees and reflect the difference in skill and work load? If not, please give your suggestions with full alternations in the differentials.

Employers' Views

C.6. A majority of employers state that the prevailing differentials provide sufficient incentive and reflect the differences in skill and workload. Some employers qualify this by saying that the prevailing wage differentials reflect particularly differences in skill and workload but it is difficult to say whether these differentials provide sufficient incentive to employees without a detailed study. They further add that under existing circumstances, the differentials can be said to be fairly satisfactory. Only one employer states that the skilled workmen are not getting proper salary as compared to unskilled workmen.

Employees' Views

C.7. All the Unions unanimously state that the present day differentials are not satisfactory and require modification. The reasons given in most cases are that these differentials have not been evolved on a scientific basis and hence do not reflect the differences in skill and workload. They further add that for this reason employees do not have sufficient incentive to advance their skill. One Union is of the view that due to the rapid rise in prices and frequent revision of D.A. rates, whatever differentials had once been fixed soon become out-dated and they tend continuously to narrow down. This invariably acts as an adverse influence on the employees' morale. Another Union contends that there is an urgent need to raise the basic wage at lower levels to a minimum of Rs. 100/- p.m. and make a reduction at higher levels to water down the difference to a ratio of 1 : 7.

Question 56

C.8. Do you consider that the present day differentials fairly reflect the differences in skill and workload? Do you consider that the difference between the higher and lower levels of wages should be narrowed down? If so, please suggest ways and means of narrowing down the differences without at the same time taking away the incentives for the workers to advance their skill.

Employers' Views

C.9. All the employers have replied to this question in the affirmative. About narrowing down the differentials, the opinion seems to be unanimous that the differences are not big enough requiring to be narrowed down. One Electricity Board has stated that the present trend is towards a gradual narrowing down of the wages and differentials associated with the differences in the levels of skill. The Industrial Tribunal who arbitrated the dispute between this Board and its employees has also acknowledged this trend. Therefore it suggests that any further narrowing down of the wage differences should be on scientific job analysis to avoid loss of incentive.

Employees' Views

C.10. Some Unions have stated that if the wage structure is evolved on the basis of weightage suggested by them, it will result in the narrowing down of differentials without at the same time affecting the incentive to the workers to advance their skill. Others have argued that the Wage Board will be considering posts upto a salary limit of Rs. 750/- p.m. and hence narrowing down the differences upto this limit by reducing the higher wage will not make any material difference. Upward revision of scales of pay of the lower categories of the staff will result in the narrowing down of the disparities. One Union has suggested that the highest wage paid should be no more than 6 to 7 times the lowest wage. One way to ensure that differentials are maintained to provide incentive to the worker is to review the total wage structure every five years and correct the erosion of differentials. Another Union has expressed the view that the differential between the minima of the lowest and the highest grades should be 2 : 5. The differential between the unskilled and the lowest clerical grade should be the same as that between unskilled and the skilled worker. The lowest subordinate staff should be treated on par with the semi-skilled worker for the purpose of wage fixation. There should be no separate allowance for a college graduate and wages should depend upon the work done. The total span of each grade shall be seven years. The reason given is that the grades fixed by a Wage Board normally hold good for five years; an allowance of two years is suggested to cover the extra gap till the next grades can be introduced.

Question 57

C.11. Do you think that the Board itself should fix the differentials for the various categories? Or should the Board fix only the minimum and leave the differentials to be settled by parties by negotiations?

Employers' Views

C.12. The opinion of employers seem to be divided on this question. Some feel that the Board itself should fix the differentials for the various categories whereas some others feel that the Board should only fix the minimum and allow the parties to settle the differentials by mutual negotiations. Others take the view that they only are competent to settle the differentials. Some favour the examination of this issue by the Board but do not say categorically that the Board shall fix the differentials. One State Electricity Board states that its scales are determined with reference to the scales of wages in force in the Government and other public sector undertakings in the region. One employer takes the view that this has to be decided by the Government.

Employees' Views

C.13. All the Unions have unanimously opined that Wage Board itself should fix the differentials for various categories. The reason advanced for this is that this will avoid disagreement between employers and employees and prevent litigation.

ANNEXURE "D"

(Para 2·11)

Wage Scales and Differentials : Shri H.R. Ghokhale's Award to Bombay Electric Supply & Transport Undertaking

Classification	Wage Scale	No. of Years	Ratio of Maximum to Minimum in Wage Scale	Ratio of Minimum of one scale to the Minimum of next lower scale	Ratio of Maximum of one scale to the Maximum of next lower scale
1	2	3	4	5	6
	Technical & Works Category				
Grade T1	40-3-52-4-80	12	2·00	..	..
,, T2	50-4-70--5-100	12	2·00	1·25	1·25
,, T3	70-5-95-7-50-140	12	2·00	1·40	1·40
,, T4	90-6-120-10-180	12	2·00	1·20	1·29
,, T5	120-10-220-15-235	12	1·96	1·33	1·31
,, T6	160-12-220-15-310	12	1·94	1·33	1·32
,, T7	215-15-320-20-400	12	1·86	1·34	1·29
,, T8	300-20-440-25-540	12	1·80	1·40	1·35
	Administrative & Clerical Category				
,, I	40-3-52-4-80	12	2·00	..	..
,, II	50-4-70-5-100	12	2·00	1·25	1·25
,, III	55-4-75-6-110	13	2·00	1·10	1·10
,, IV	75-5-95-7·50-140	12	2·00	1·27	1·27
,, V	75-5-95-7·50-125-10-215-15-275	22	3·67	1·07	1·96
,, VI	95-7·50-125-10-215-15-305	23	3·21	1·27	1·11
,, VII	175-15-235-20-325-25-375	12	2·14	1·84	1·23
,, VIII	275-20-315-25-415-30-475	9	1·73	1·57	1·27
,, IX	325-25-400-30-550-40-630	11	1·94	1·18	1·33

	Ratio between Highest and Lowest Scales	
Category	*for minimum in the Scale.*	*for maximum in the Scale.*
Technical and Works	Rs. 300 : Rs. 40 = 7·50 : 1	Rs. 540 : Rs. 80 = 6·75 : 1
Administrative and Clerical	Rs. 325 : Rs. 40 = 8·12 : 1	Rs. 630 : Rs. 80 = 7·87 : 1

APPENDIX B

The Federation of Electricity Undertakings of India, Killick House, Home Street, Bombay

Ref. No. FEU/MRB/1104 14*th May,* 1968.

Copy of letter addressed to 150 *organisations representing employers and unions.*

Dear Sir,

SUB : *Central Wage Board for Electricity Undertaking.*

The Sub-Committee of the Wage Board for determining nomenclatures etc. has proposed to undertake the work of systematic categorisation of various jobs with descriptions with a view to evolving appropriate wage scales, etc. This work will be confined to employees drawing a salary upto and including Rs. 750/- per month. Salary includes all remuneration capable of being expressed in terms of money, as explained in Section 2(rr) of Industrial Disputes Act, 1947. The Sub-Committee has decided to associate in its work the undersigned as an expert. Besides, it has also decided that the following two representatives of labour will be associated at various stages of the studies.

1. Shri Damodar Maurya,
   Indian National Electricity Workers' Federation,
   Near Post Office,
   Chandpole,
   Jaipur.
2. Shri M. N. Chaturvedi,
   Rukmanidevi Ka Hata Labour Colony,
   Bakarmandi,
   Kanpur.

The preliminary outline of the methods to be adopted for the purpose in view is given below :

1. A manual will be prepared describing the procedures for completing the work of systematic categorisation of various jobs with descriptions.
2. On the basis of the manual, the work will be first undertaken for one Electricity Board. In this work, to cover all Boards and other Electricity Undertakings, besides the undersigned and Messrs Maurya and Chaturvedi, assistance will also be obtained from Mr. V. M. Joglekar and Mr. G. G. Desai of Bombay. In addition, for the work relating to each Electricity Board, the Board and the respective Employees' Organizations will be requested to nominate one person each, for liaison purposes with the undersigned.
3. The results of the above study will be communicated to the first Electricity Board decided upon and the organizations of their employees. They will be requested to forward their observations within a reasonable time, on the basis of which adjustments may be made, where found necessary.
4. The final data will be scrutinised by the Sub-Committee of the Wage Board for determining nomenclatures etc. With any changes that may be made by the Sub-Committee, the study will be completed for the first Electricity Board.
5. Following the results of the first completed study, a revised manual will be prepared to incorporate corrections, additions and deletions that may be necessary. A procedure will be laid down whereby the work can then be undertaken concurrently for all the Electricity Boards and other Undertakings while at the same time preserving uniformity. In this work, as stated earlier. each Board or Undertaking and their employees' organizations will be requested to nominate one person each, who will provide the necessary liaison for the undersigned.
6. With the completion of the work outlined under item 5, making final adjustments and the approval of the data by the Sub-Committee of the Wage Board, the work of systematic categorisation of various jobs with descriptions will be completed for all the electricity undertakings in the country.

The Sub-Committee of the Wage Board have stipulated a short time for the completion of the above studies. They have appreciated that the subject is complex, but time becomes the essence in their deliberations since the outcome is awaited with urgency by all concerned. I therefore trust you will extend to me your full co-operation in the matter.

Initially, I would request the following from you at an *early* date.

(a) Any observations which you may now like to make so that they may be considered before the manual referred to in item 1 is finalised.

(b) The name and address of your representative with whom I can establish direct liaison for further work.

(c) The names and addresses of emlpoyees' organizations with whom I have to correspond in the matter. In particular, they may be requested to let me know the name and address of *one* Union representative with whom I can establish direct liaison for further work. To expedite this matter, I am enclosing two copies of this letter and I request you to insert the names and addresses of the Unions concerned and forward one copy each to them as endorsements from me. Please also let me know if you require additional copies and send me a list of Unions to whom the copies have been forwarded.

Please acknowledge receipt of this letter.

Thanking you.

Yours faithfully,
Sd/-
(M. R. BHAT)

Enc. Two copies of letter to be forwarded to employees' organisations.

APPENDIX C

Mintes of the first meeting of the Sub-Committee to consider standardisation of nomenclature, job description, determination of wage differentials and other related matters and prepare a working paper for the consideration of the Board held on the 23rd March, 1968 at Hyderabad.

The following attended :—

1. Shri R. P. Aiyer, Convenor
2. Shri P.P.R. Sawhny, Member (ex-officia)
3. Prof. M. B. Desai, Member
4. Vimal Mehrotra, Member

The members of the Sub-Committee constituted for going into the question of standardisation of nomenclature, job description, determination of wage differentials and other related matters and prepare a working paper for the consideration of the Board met at Hyderabad on the 23rd March, 1968 and generally discussed the various aspects of the task entrusted to it. Shri Aiyer undertook to collect the requisite data and put up a draft proposal for the consideration of the other members of the Committee which, it was decided, should meet at Bombay on the 5th April, 1968.

Minutes of the meeting of the Sub-Committee for determining nomenclatures, etc. held in Bombay on 5th and 6th April, 1968

Present :

Mr. R. P. Aiyer (Convener)
Prof. M. B. Desai
Mr. Vimal Mehrotra
Mr. M. R. Bhat by special invitation
Mr. P. P. R. Sawhny, ex-officio Member could not attend owing to pre-occupations.

The Committee discussed the line of work it should undertake and it was agreed that apart from determining nomenclatures, wage scales, etc. it was necessary to undertake job evaluation so as to achieve a measure of rationale in wage fixation.

The process of job evaluation will necessitate time consuming work involving a measure of expenditure. It was accordingly agreed that the main Wage Board be apprised of the Sub-Committee's views and their approval sought to the need for the Committee undertaking job evaluation. Such work to be reasonably objective would involve nine months' spade work.

The convener was requested to formulate a list of classifications currently in vouge with employers which could then be critically examined by the Sub-Committee.

It was agreed to hold the next meeting of the Sub-Committee at Electricity House, Santa Cruz, Bombay at 8 A.M. on Wednesday, the 1st May, 1968.

Sd/- (R. P. Aiyer.)
6-4-68.

Minutes of the meeting of the Sub-Committee (for determining nomenclature etc.) held in Bombay on 1st May, 1968

Present :

Shri R. P. Aiyer (Convener)
Prof. M. B. Desai
Shri Vimal Mehrotra
Shri P. P. R. Sawhny (ex-officio Member)
Shri J. C. Dixit by special invitation
Shri M. R. Bhat by special invitation

The Sub-Committee reviewed the proposal for job evaluation and having regard to the views expressed by Shri P. P. R. Sawhny, it was thought that as job evaluation was time consuming, identical results could be achieved by systematic categorisation of various jobs with descriptions with a view to evolving appropriate wage scales, etc.

2. On the suggestion of Shri Mehrotra, it was decided that two representatives from Labour Shri Damodar Maurya, I.N.E.W.F., Near Post Office, Chandpole, Jaipur and Shri M. N. Chaturvedi, Rukmanidevi Ka Hata Labour Colony, Bakarmandi, Kanpur be associated at various stages of the studies indicated above.

3. It was also decided that Shri M. R. Bhat be also associated as an expert in the work of the Sub-Committee.

4. While investigation of this nature would be proceeding, the Sub-Committee would periodically meet so as to hasten the process of work and the work of the Sub-Committee as described above would be concurrently proceeding with the public hearings of the Wage Board and as such no delay was expected to occur in the submission of the final recommendations of the Wage Board.

Sd/- R. P. Aiyer.

Minutes of the Sub-Committee meeting held on 27-9-1968 at Killick House, Bombay, and on 28-9-1969 at Electricity House, Bombay-55

Present :

Mr. R. P. Aiyer	Convener.
Mr. M. B. Desai	Member.
Mr. Vimal Mehrotra	Member (28-9-1968)
Mr. M. R. Bhat	
Mr. Damodar Maurya	
Mr. M. N. Chaturvedi	
Mr. G. G. Desai Mr. V. M. Joglekar	by invitation.

1. Mr. M. R. Bhat outlined the progress on the work of systematic categorisation of nomenclatures for Gujarat Electricity Board and the procedure adopted for this purpose. He added that this work was well advanced and would be completed by 12-10-1968.
2. It was agreed that studies similar to the one conducted for Gujarat Electricity Board might be undertaken for two more Electricity Boards to obtain comprehensive

data for different categories. For this purpose, Mysore Electricity Board and U.P. Electricity Board were proposed to be selected.

3. Mr. R. P. Aiyer will address letters to Chairmen of the above two Electricity Boards requesting them to extend necessary facilities to the study team. A tentative date was fixed for Mysore Board from 28-10-1968. In the meanwhile, Mr. Bhat will meet the Chairman, Mysore on 14-10-1968 for preliminary discussion.
4. Mr. Maurya suggested that before finalisation of the report of Sub-Committee, Mr. Bhat assisted by Messrs. Desai & Joglekar may study the work done on this subject by the Wage Boards for Iron and Steel as well as Sugar Industry. Mr. Maurya will make available to Mr. Bhat necessary literature pertaining to these studies.
5. Tabulation of results pertaining to Gujarat Board studies are handed over to Messrs Maurya and Chaturvedi. They will send their comments, if any, within ten days.
6. Members of Sub-Committee were appraised that the jobs of certain categories of staff such as Medical, Guest House, Teachers, have not been studied. Mr. Bhat explained that these categories will be outside the scope of such studies due to various difficulties.
7. A manual on Systematic Categorisation of different jobs for the above purpose was examined by the member present; a copy is attached as an annexure.*

Minutes of Sub-Committee Meeting held on 10th/12th October, 1968, at Srinagar

Present :

Mr. P. P. R. Sawhny
Mr. R. P. Aiyer (Convener)
Prof. M. B. Desai
Mr. Vimal Mehrotra
Mr. Damodar Maurya } were also present
Mr. M. N. Chaturvedi }
Mr. G. G. Desai

Letter dated 28th September 1968, from Messrs Damodar Maurya and M. N. Chaturvedi was considered and it was agreed that both these gentlemen be associated with further work studies in relation to the Mysore and U.P. Electricity Boards. The Sub-Committee stressed the point that the Study Group should conclude its work as early as possible.

The Committee noted that the Expert and his advisers were conducting the studies on behalf of the Wage Board as a whole and consequently there should be no misunderstanding on this score.

Apart from the studies in relation to the three Electricity Boards, namely, Gujarat, Mysore and U.P., it was agreed that work study should be undertaken in respect of one representative Licensee in the Private Sector.

Sd/- (R. P. Aiyer.)

Minutes of the Sub-Committee Meeting held i Bombay on 4th/5th January, 1969

Present :

Mr. R. P. Aiyer (Convener) } Members
Mr. Vimal Mehrotra }

Mr. M. R. Bhat } Experts
Mr. M. N. Chaturvedi }

Mr. G. G. Desai } Members of th
Mr. V. M. Joglekar } Study Team

The preliminary draft Report to be submitte to the Wage Board was scrutinised in detail. Th Convener was requested to prepare the final draf for the approval of the Sub-Committee at a meeting to be held in New Delhi concurrently wit the next meeting of the Wage Board so that th Report to be submitted to the Wage Board coul be finalised.

Minutes of the Sub-Committee Meeting held i Delhi at 3-00 P.M. on Friday, 24th January, 195

Present :

Mr. R. P. Aiyer (Convener)
Mr. P. P. R. Sawhny
Prof. M. B. Desai
Mr. Vimal Mehrotra
Mr. M. N. Chaturvedi
Mr. M. R. Bhat

The draft Report to be submitted to the mai Wage Board was further discussed. The discussion was inconclusive and it was agreed to mee again in Bombay between 15th/16th Februar 1969, on the occasion of the meeting of the Wag Board to be held in Bombay between 13th/14t February, 1969, with a view to finalising th Report.

Mintes of the Sub-Committee Meeting held i Bombay on 15th/16th February, 1969

Present :

Mr. R. P. Aiyer (Convener)
Mr. P. P. R. Sawhny
Prof. M. B. Desai
Mr. M. N. Chaturvedi
Mr. M. R. Bhat

The Committee discussed the draft report an after incorporating certain suggestions made b Members, all present signed the report and han ed over the original to the Chairman of the Wag Board.

Sd/-
(R. P. Aiyer

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*Forms Appendix D as updated and enclosed in the report to these Minutes.

APPENDIX D

Manual for Systematic Categorisation of Jobs in Electric Supply Undertakings

1.1. The process of systematic categorisation of jobs is in essence one of evaluating different jobs for their relative skill or worth. In order to proceed with the work, it is necessary to collect data on different categories of jobs and then prepare illustrative job descriptions and finally evaluate the jobs for their relative worth. Validity of evaluation will depend to some extent upon how precisely the jobs are described. Generally, two methods are available for obtaining job descriptions, namely, either preparing a questionnaire to be filled by the employee or his supervisor or interviewing and observing the work of the employee. Interviewing technique preferably at the work places is more reliable, though it is somewhat time consuming, because it enables the assessors to obtain a correct picture of the work process, working conditions, hazards involved etc.

1.2. Systematic categorisation of jobs can be done by following any one of the four well-known methods of determining the job content, namely (a) Ranking, (b) Grading, (c) Factor comparison, (d) Point rating. The first two methods are non-quantitative and are suitable for small organisations where the jobs are not complex. Factor comparison and point rating methods are quantitative. Basically, the factor comparison method of evaluating the job content determines the relative ranks of the jobs to be evaluated in relation to a monetary scale. Intermingling money or monetary rates with the job evaluation procedure makes it more complex. Point rating method of evaluating the job content is considerably simpler and is suited to the electric supply industry which covers the entire country and includes undertakings with a variety of organizational structures. This method had been employed successfully by Bombay Electric Supply and Transport Undertaking in the industrial dispute on which Shri H. R. Gokhale has given his award in 1962.

2. Point Rating Method.

2.1. Basically, the point rating method of job evaluation determines the relative worth of the jobs to be evaluated by assigning the each a certain number of points (arthmetic values). The procedure for the design of point plan is as follows :

(a) Determine the types of jobs to be evaluated.

(b) Determine the factors to be used in the plan and prepare a suitable definition of each.

(c) Determine the number of degrees to be allocated to each factor and prepare a suitable definition for each.

(d) Determine the weightages of the factors and assign points to each degree of each factor

(e) Select for key jobs and evaluate each using the plan developed.

3. Classifications

3.1. All employees in an electric supply undertaking can be divided into two broad classifications, each consisting of two groups as follows :

(a) Technical and works classification.	(i) Technical (Non-Supervisory) Group. (ii) Supervisory Group
(b) Administrative and clerical classification.	(i) Clerical (Non-Supervisory) Group. (ii) Supervisory Group

3.2. Two plans are set out in this manual to suit the above two classifications. The difference between the two groups in each classification lies in the emphasis on supervision and the achievement of broad objectives laid down, which is a characteristic of the supervisory group in both classifications. Therefore, this distinguishing feature is to be continuously kept in view while interviewing employees in this group and assigning ratings to each factor, although the evaluation will be done within the framework of the plan for each classification. Such a modification in the approach to evaluation of supervisory jobs is a necessary recognition of the basic differences between the two groups.

3.3. The Technical and works classification is assigned four main factors: (a) Skill, (b) Effort, (c) Responsibility, and (d) working conditions, with eleven sub-factors: (1) Education, (2) Experience (3) Mental skill under the factor of skill, (4) Physical effort, (5) Mental and/or visual effort under the factor of effort, (6) Responsibility for materials and/or operations, (7) Responsibility for tools and equipments, (8) Responsibility for supervision, (9) Responsibility for other's safety under the factor of responsibility, (10) Disagreeableness under the factor of working conditions, and (11) Hazards (accident and/or occupational) under the factor of working conditions.

3.4. The Administrative and clerical classification is assigned eight factors, *viz.*, (1) Education, (2) Experience, (3) Complexities of duties, (4) Responsibility for money/operations, (5) Responsibility for classified/confidential data, (6) Responsibility for supervision, (7) Contact with others, and (8) Working conditions.

3.5. Each of the sub-factors is assigned six degrees. The above factors are common to all jobs. The weightages given to different factors for the two classifications are indicated in Section 4. Weighted point system is used and the points given for degrees are in arithmetic progression.

4. Factors, Degree and Points Assigned

4.1 *Technical & Works Classification*

Sr. No.	Factor	*Degrees* One	Two	Three	Four	Five	Six
1	Education	18	36	54	72	90	108
2	Experience	22	44	66	88	110	132
3	Mental Skill	10	20	30	40	50	60
4	Physical effort	8	16	24	32	40	48
5	Mental and/or visual effort	7	14	21	28	35	42
6	Responsibility for materials and/or operations	5	10	15	20	25	30
7	Responsibility for tools and equipments	5	10	15	20	25	30
8	Responsibility for supervision	8	16	24	32	40	48
9	Responsibility for other's safety	7	14	21	28	35	42
10	Working conditions—Disagreeableness	5	10	15	20	25	30
11	Working conditions—Hazards	5	10	15	20	25	30

4.2 *Administrative and Clerical Classification.*

Sr. No.	Factor	*Degrees* One	Two	Three	Four	Five	Six
1	Education	20	40	60	80	100	120
2	Experience	20	40	60	80	100	120
3	Complexities of duties	16	32	48	64	80	96
4	Responsibility for money/operations	10	20	30	40	50	60
5	Responsibility for classified/Confidential Data	10	20	30	40	50	60
6	Responsibility for supervision	10	20	30	40	50	60
7	Contact with others	10	20	30	40	50	60
8	Working conditions	4	8	12	16	20	24

4.3. After deciding the above weightages for the various factors for Technical and works as well as Administrative and clerical classifications, suitable definitions for factors and degrees are evolved. In order that the evaluation can be carried out systematically and uniformly by different assessors in the various undertakings throughout the country, the factors and degrees are defined in Sections 5 and 6 in a simple and precise manner.

TECHNICAL AND WORKS CLASSIFICATION

5. Definition of Factors and Degrees.

5.1. Factor 1—Education.

This factor appraises the extent of educational background, which will include knowledge, training and pre-employment experience required by the employee to perform his job satisfactorily. It measures the proficiency of an employee in performing his job following standard practices.

Description	*Degree*
Ability to follow simple English, Hindi or regional language terms	One
Ability to read and understand written instructions and make simple additions and subtractions or training in driving (vehicles), painting (letter and spray painting), wiring , etc.	
OR	
Military or police type of training or in the absence of formal trade training , trade experience in any one of the above of about one year's duration	Two
Ability to read, write, make simple calculations, read blue prints and proficiency in trades like overhead line work, cable jointing, wiring, welding, machining, fitting, electrician, etc.	
OR	
In absence of formal trade training, trade experience in any of the above technical trades of about three years duration.	Three
Industrial training courses in different trades like Electrician, Instrument Mechanic, Machinist, Refrigeration Mechanic, Radio Mechanic etc.	
OR	
Knowledge in science upto undergraduate level (I.Sc.) & special training in general electrical engineering, electronics, instrumentation etc.	
OR	
In absence of formal training, corresponding trade experience of not less than five years in the relevant branch of Engineering	Four
Diploma in Engineering or appropriate technology/branch	Five
Bachalor's degree in Engineering or appropriate technology/branch	Six

5.2. Factor 2—Experience.

This factor appraises the length of time required by the employee with education previously specified to be able to perform the job satisfactorily. Only the job training and learning period are considered as experience.

Description	*Degree*
Upto two months experience	One
Above two months and upto six months experience	Two
Above six months and upto two years experience	Three
Above two years and upto four years experience	Four
Above four years and upto six years experience	Five
Above six years experience	Six

5.3. Factor 3—Mental Skill.

This factor appraises the degree and mental effort required of the employee to perform the job satisfactorily on the following basis :—

(i) Judgment demanded by the job in visualising operations and in taking appropriate action without recourse to supervision.

(ii) Variety in the job.

(iii) Complexity in procedure to be followed and the effect of violating the correct procedure.

(iv) Planning and control expected from the employee on his job.

(v) Initiative required in executing and developing the job.

Description	*Degree*
Simple repetitive jobs involving no laid down procedures, judgement or plan and control Rough or manual work	One
Jobs cover a variety of duties where adherence to procedure is an important factor. Minor repairs/adjustments are made under direction	Two
Jobs require the ability to follow detailed instructions or complex laid down procedure where adherence to procedure is essential. Repairing work to be done under directions	Three
Jobs require pre-planning and judgement in deciding the procedure and/or in selecting materials for execution of jobs to meet the required specifications. Judgement is limited to deciding corrective action as regards quality, tolerance, operation, set up, sequence etc.	Four
Jobs require high precision to be maintained and are decided by visual judgement or sensitivity where only general operation methods are indicated. Jobs require initiative and planning to work out the schedules of work and allocation of the same to a group of tradesmen	Five
Jobs require initiative and planning for preparing schedules of work and allocation of the same to a group of skilled technicians or the ability to work independently towards general results. devising new methods to meet new conditions, necessitating high degree of initiative, judgement	Six

5.4. Factor 4—Physical Effort.

This factor appraises the physical effort required of an employee to perform his job satisfactorily. The physical effort required to do the job will take into consideration factors such as the work position the employee must assume, *i.e.*. standing, sitting, bending, climbing, walking, weight handled and the frequency of handling.

Light Weight	Upto 5 Kg.
Medium Weight	7 to 15 Kg.
Heavy Weight	Above 15 Kg.

Frequency

Occasional	6 to 20% of shift time
Intermittent	20 to 50% of shift time
Continuous	50% and above of shift time

Description	*Degree*
Jobs require negligible physical exertion and are performed in comfortable posture *i.e.* alternate sitting and standing. They are mainly of attention, operation of switches, opening of valves, reading electrical instruments, starting and stopping of motors, pumps etc.	One
Jobs require occasional handling of medium weight but otherwise light weight in comfortable posture (alternate sitting and standing posture) or continuous standing, walking or squatting postures	Two
Jobs involve intermittent handling of medium weight in a continuous walking, standing, squatting and/or bending posture causing full body movement	Three
Jobs call for occasional handling of heavy weight or working in awkward posture or continuous handling of medium weight	Four
Jobs require intermittent handling heavy weight or intermittent work in awkward posture	Five
Jobs require either continuous handling of heavy weight or continuous working in awkward posture	Six

5.5. Factor 5—Mental and/or visual effort.

The mental and/or visual effort required to perform the job is decided on the basis of the following items and their predominance.

(1) Mathematical calculations required and the use of ready-made charts and tables.

(2) Reading instructions, instruments, measuring gauges, blue prints etc.

(3) Writing reports and other documents and drafting, sketching and drawing.

(4) Memorising required for the grasp of the situation and satisfactory performance of the job.

(5) Concentration and closeness of observation required and effects of distraction on the job.

(6) Eye-hand co-ordination necessitated by the size and delicate nature of the part or the close tolerance of fragile nature of the components or in co-ordinating different activities.

Description	*Degree*
Jobs are mainly of manual nature which require little mental/visual effort. No calculation and reading or eye-hand co-ordination is necessary, and no record is maintained. Instructions are always given and the job is supervised by others	One
Jobs require reading of meters, pressure gauges, mano-meters and temperature charts. Memorising is limited to remembering source of information, but not the information itself. No calculation or concentration or closeness of observation or alertness is required . . .	Two
Jobs require calculations limited to additions and subtractions of simple nature, reading is limited to rough sketches and writing limited to maintaining of log books. Memorising is made easier by the repetitive nature of the job or making use of readymade reference charts. Alertness may be required for satisfactory performance of the job	Three
Jobs require the reading of sketches and written instructions, writing of defect, reports, extracting information from printed manuals, and/or memorising the procedures in executing variety of jobs. Alertness may be required for the satisfactory performance of the job . .	Four
Jobs require concentrated mental and visual attention for closely planning and laying out complex work such as reading of blue prints, wiring or connection diagrams or workshop calculations, using ready-made charts and tables or co-ordinating high degree of manual dexterity with close visual attention for sustained periods	Five
Jobs of this category require exacting mental or visual attention involving, visualising, planning and laying out complex jobs and/or mathematical claculations, reading complex engineering drawings	Six

5.6. Factor 6—Responsibility for materials and/or operations.

This factor refers to the obligation imposed either by the nature of the job or the authority reposed in the employee for preventing loss in raw materials and through bad usage, oversight. This will be decided on the basis of :

(a) Type of product or operations and/or quality of work, and

(b) Extent of damage and subsequent effect through replacement, repair or rework, as may be applicable to each undertaking.

Description	*Degree*
Jobs are simple operations. Probable damage is very negligible . . .	One
Jobs require work to be carried out as per instructions. No responsibility for quality of work	Two
Jobs require that procedures are adhered to, to prevent likely damage to work. Responsibility is limited to the trade skill but there may be a stage of final inspection	Three
Jobs require a good degree of accuracy; the parts or components are subjected to heat, pressure, temperature, where positive indications and controls are not provided. Responsibility for quality of work is limited to trade skill but work will be checked at different stages . .	Four
Jobs are of precision nature and may or may not be provided with special jigs, fixtures and gauges. Employee is responsible for quality of jobs but work will be checked usually in the final stage	Five
Jobs involve high precision and/or components which are delicate and fragile and are likely to be damaged easily . . OR Job involving direct responsibility for checking and accepting quality and certifying for repair or scrap . . .	Six

5.7. Factor 7—Responsibility for tools and equipments.

This factor appraises the employee's responsibility which goes with the job for preventing damage through bad usage or bad upkeep to tools and equipments used in the performance of the job. This is decided on the basis of :—

(a) Care required to prevent damage.

(b) Extent of likely damage to tools and equipments and its effect on work, as may be applicable to each undertaking.

Description	*Degree*
The care required to prevent damage and likely loss due to any such damage is negligible	One
The care required to prevent damage is limited to use of simple hand tools .	Two
The care required to prevent damage is limited to use of power driven portable tools, volt meters, ammeters, meggers, temperature recorders etc. Employee is expected to report snags as and when they arise	Three
The care required to prevent damage is limited to equipments like lathes, milling machines, drilling machines, oscilloscopes cable fault testing equipments etc. The employee using the equipments is required to take care of routine maintenance and report defects, if any . .	Four
Care is required to prevent damage to precision machine tools or delicate equipments or road vehicles etc. Employee is responsible for routine maintenance and reports defects, if any .	Five
Considerable care and attention are required to prevent damage to costly and delicate equipment. Employee is required to make regular checks, maintain equipments as per schedule and report any defects	Six

5.8. Factor 8—Responsibility for supervision.

This factor appraises the degree and scope of supervisory responsibility. The number of staff supervised under each degree will depend on the organisational structure of each undertaking.

Description	Degree
Negligible responsibility for supervision .	One
Allocates and checks the work for small group of employees in the same job .	Two
Allocates and checks the work of several employees in the same occupation. Most of the time is spent in performing the job similar to that of the employee supervised; OR Supervision of a small group of employees. Most of the time is spent in assigning work, checking and reviewing and solving difficulties	Three
Supervision over several employees. Most of the time is spent in assigning work, checking and reviewing and solving the procedural difficulties . .	Four
Supervision over a large number of employees. Most of the time is spent in assigning work, checking and reviewing and solving procedural difficulties. The employee also recommends promotions, transfers, disciplinary and grievance procedures regarding staff under his supervision	Five
Supervision of a section: the employee organises and co-ordinates at departmental level as regards methods, costs, quality and improvement . . .	Six

5.9. **Factor 9—Responsibility for other's safety.**—This factor refers to the obligation imposed either by the nature of the job or authority reposed in the employee for preventing accidents to others. This is decided on the basis of:

(a) Care which must be exercised to prevent injury to others, and

(b) Probable extent of such injury to others (injury to the employee himself being considered only under Factor 11).

Description	Degree
Jobs are performed in isolated locations. Independent work and therefore little responsibility for others safety . .	One
Jobs require reasonable care with respect to his own work to prevent injuries to others. If an accident occurs, it would result in injuries of minor nature to others such as cuts, bruises, sprains, etc.	Two
Jobs require adherence to standard procedures to prevent accidents to others. If an accident occurs, it will result in deep cuts, burns due to electrical shocks, steam dislocation of joints etc. . .	Three
Jobs require adherence to standard safety procedures in use of high speed or quick action equipment or live line work or carrying heavy weights. In case of accidents, it will result in loss of limb, intensive electrical burns due to flashover or burns due to steam, loss of eye or fracture	Four
Jobs require constant care to prevent injury to others, which may prove fatal due to inherent hazards in the job, but where other employees may take precautionary steps against such injuries .	Five
Jobs in which the safety of others depends entirely on correct action of the employee on the job; carelessness may result in fatal accidents	Six

5.10. **Factor 10—Working Conditions—Disagreeableness.**—Working conditions under which the job is being performed is assessed taking into account the disagreeableness associated with the job on the basis of the following items and their predominance.

(a) Dust in the surroundings.

(b) Fumes & gases at working place.

(c) Humidity, temperature and air circulation at the working area.

(d) Irritating noise caused by the job or in the near vicinity.

(e) Degree of cleanliness inherent in the nature of job.

Description	Degree
Jobs are performed under average workshop-conditions, with normal temperature and humidity. Noise has no distracting effects. Jobs likely to dirty the hands, but surroundings are essentially clean and well ventilated . . .	One
Jobs are of indoor nature with normal temperature but have poor air circulation (in closed area) and or wet work such as cleaning. Jobs are essentially not clean, dirtying of hands and clothes involved. Noise has some distracting effect on the job . .	Two
Jobs are of outdoor nature (unsheltered) and/or jobs which are essentially unclean, dirtying hands and are subjected to loud noise in the vicinity	Three
Jobs are occassionally exposed to high temperature, humidity dust and dirty conditions and most of work may be of outdoor nature	Four
Jobs require exposure to high humidity and temperature, acid fumes, and gases or glare requiring usage of protective equipments. Working conditions dusty, such as in coal yards, ash handling plants	Five
Work requires exposure to high temperature, humidity, acid fumes, gases in the vicinity where intermittent relief is essential	Six

5.11. **Factor 11—Working Conditions—Hazards.**—The environmental conditions to which the employee is exposed due to inherent nature of the job will be a measure of the hazard, which can be accidental and/or occupational. This factor appraises accident or health hazards which exist even though safety devices or procedures may have been installed. The risk involved is judged by the possibilities of accident, taking past records in to account.

Description	Degree
Jobs have negligible health hazards; accidental injuries, if any, are limited to bruises or minor cuts	One
Jobs involve health hazards of a minor nature, due to continuous work over a prolonged period such as gradual weakening of eye sight; AND/OR accident injuries involving burns due to electrical shocks, steam, risk of laceration of fingers or toes, deep cuts, sprains .	Two

Description	*Degree*
Jobs involve health hazards due to limited exposure to air polluted with corrosive fumes or to continuous exposures over a prolonged period to area saturated with non-corrosive fumes; OR accident injuries involving intense burns due to flashover or burns due to steam; risk of fracture or risk of amputation of finger or toe	Three
Jobs involve health hazards of serious nature; OR risk of accidents of severe nature such as loss of eye or limb	Four
Jobs involve occassional exposure to hazards where failure to exercise care may prove fatal	Five
Jobs involve frequent exposure to hazards where failure to exercise care may prove fatal	Six

ADMINISTRATIVE AND CLERICAL CLASSIFICATION

6. Definitions of Factors and Degrees.

6.1. **Factor 1 : Education.**—This factor appraises the extent of educational background, which will include knowledge, training and pre-employment experience required by the employee to perform his job satisfactorily. It measures the proficiency of an employee in performing his job following standard practices. While actual formal education may not be a necessary criterian this factor is expressed in terms of the educational equivalent of the required mental and general intelligence and ability to absorb, co-relate, and utilise knowledge.

Requirement	*Equivalent to*	*Degree*
Ability to follow simple English, Hindi or regional language terms.	Elementary school education.	One
Knowledge of simple arithmetic, grammar, spelling or general high school subjects. Ability to follow simple office or plant routine or military/police type of training	High school education.	Two
Knowledge of higher arithmetic, spelling, grammar or general high school subjects plus training in typing, calculating machine operating, punched card accounting machine or tracing	High school plus part or full time vocational training upto six months.	Three
Stenography, Book-keeping and/or use of office equipments.	High school plus part or full time training upto one year in the special fields	Four
Broad knowledge of specific fields such as accounting, labour laws, drafting, secretarial work, purchasing, business laws.	High school plus two years of college composed of applicable courses. Part time school or correspondence courses of equivalent type are also included.	Five

Description	*Equivalent*	*Degree*
Complex knowledge of accounts, commerce, economics or special technical field.	Degree in Arts, Commerce or Law or Engineering.	Six

6.2. **Factor 2 : Experience.**—This factor appraises the length of time required by the employee with the education previously specified to be able to perform the job satisfactorily. Only the job training and learning period are considered as experience.

Description	*Degree*
Upto two months experience	One
Above two months and upto six months experience	Two
Above six months and upto two years experience	Three
Above two years and upto four years experience	Four
Above four years and upto six years experience	Five
Above six years experience	Six

6.3. **Factor 3 : Complexities of duties.**—This factor appraises the difficulties and complications of the assigned tasks and measures the extent to which the work involved requires independent action, resourcefulness, interpretation, planning and decision.

Description	*Degree*
Jobs require following simple verbal instructions	One
Jobs require following assigned task of routine nature or standard matter but demand recognition of a deviation from the accepted routine	Two
Jobs require following procedures of semi-routine nature. Independent action is restricted to drafting of simple letters or making notations or requisitioning stock items. Interpretation may involve identifying signature or checking procedures	Three
Jobs require drafting letters independently, interpretation of statutory rules with respect to Electricity (Supply) Act, tariffs, various labour legislations and exercising limited amount of judgement in decision. Making budgetary proposals for the section or initiative with respect to taking actions in advance to meet the stock requirements may be involved	Four
Jobs require certain initaitive and ingenuity to solve special problems and make decisions, such as selection of applicants for interview, interpretation of statistics and past performances for reviewing actions and reviewing, revising procedures in a section	Five
Jobs require ascertaining certain facts, weighing them and presenting important decisions to management without benefit of guidance, such as preparation of departmental budgets	Six

6.4. **Factor 4 : Responsibility for money/operations.**—This factor appraises the degree of monetary worth of responsibility or probable effect in monetary loss of errors on the job. The monetary value to be assigned to each degree will depend on the local practices of each undertaking.

Description	*Degree*
Negligible monetary loss, resulting from errors or mishandling	One
Some definite loss; work requiring a fair degree of accuracy, where errors are possible, but easily detected and corrected at the end of work cycle.	Two

Description	*Degree*
Some definite loss resulting from errors or mis-handling; work requiring a fair degree of accuracy, where errors can be detected and corrected only at the subsequent stages or work cycles	Three
Considerable loss resulting from errors or infractions; work requiring good degree of accuracy where corrections are difficult due to nature of the job and degree of dependence placed on the performance of the employee	Four
Errors are detected only through auditing may involve relations outside the organisation	Five
Errors with serious repercussions are detected only through auditing and may involve relations outside the organisation to a greater degree . . .	Six

6.5. **Factor 5: Responsibility for classified/Confidential Data.**—This factor appraises the responsibility which goes with the job for safeguarding classified/confidential information. This will depend upon type of information handled and the probable adverse effect on its disclosure.

Description	*Degree*
No access to confidential data . . .	One
Employee may handle confidential data but disclousure of which is unimpotant .	Two
Employee may handle confidential data occassionally and disclosure may affect the relations in the section	Three
Employee works regularly with variety of confidential data or may have access to confidential reports etc. and disclosure may have an appreciable effect on the relations in the sections and departments .	Four
Employee works regularly with confidential plans and procedures of the departments and disclosure will have an adverse effect on the department's working .	Five
Employee works with confidential data of great importance and disclosure may be detrimental to the organisational interest	Six

6.6. **Factor 6: Responsibility for Supervision.**—This factor appraises the degree and the scope of supervisory responsibility.

Description	*Degree*
Negligible responsibility for supervision .	One
Allocates and checks the work of a small group of employees in the same job .	Two
Allocates and checks the work of several employees in the same job. Most of the time is spent in performing the job similar to that of employees supervised. OR Supervision of a small group of employees. Most of the time is spent in assigning work, checking, reviewing and eliminating procedural difficulties regarding work.	Three
Supervision over several employees. Most of the time is spent in assigning work, checking, reviewing and eliminating procedural difficulties regarding work .	Four
Supervision over a larger number of employees. Most of the time is spent in assigning work, checking, reviewing and eliminating procedural difficulties regarding work. The employee also recommends promotions, transfers, disciplinary and grievance procedures regarding staff under his supervision. . .	Five
Supervision of a section; the employee organises, and co-ordinates at departmental level as regards methods, costs, quality, improvement etc. . . .	Six

6.7. **Factor 7: Contact with others.**—This factor appraises the degree of tact and judgment to deal with other people during the course of work to reach the desired goals.

Description	*Degree*
Little or no contact except with the employees' colleagues or supervisor . .	One
Contacts limited to furnishing and obtaining information	Two
Contacts may be with consummers, but the nature of contact requires tact to the extent of furnishing and obtaining information	Three
Contacts with consumers, suppliers, other departments or public requiring tact and diplomacy to avoid friction and maintain organisational goodwill .	Four
Contacts with departmental heads on important matters requiring explanation and discussion. Contacts also with consumers, suppliers requiring higher degree of tact and diplomacy . .	Five
Contacts with senior officers or outsiders that may influence important decisions. Contacts with senior officers of outside organisations and the employee is responsible for maintaining goodwill .	Six

6.8. **Factor 8: Working Conditions.**—This factor appraises the physical surroundings in which the job is performed. It is appraised in terms of (1) disagreeableness and distractions, (2) extent of outdoor work and travelling within area of work, (3) accident hazards.

Description	*Degree*
Jobs of this category are performed in locations insulated from noise or other distractions	One
Jobs of this category are performed in average office conditions with normal (atmospheric) temperature and humidity. Noise has negligible distracting effect on the job	Two
Jobs of this category are performed under average office conditions but noise and other confusing influences may have effect of distraction on the job. Occasional outdoor work is also involved .	Three
Jobs of this category are performed in outdoor conditions (unsheltered) or jobs involve regular travelling within area of work	Four
Jobs of this category are of indoor or outdoor nature but occasionally exposed to risk of accidents of serious nature .	Five
Jobs of this category involve occasional exposure to hazards where failure to exercise care may prove fatal . .	Six

7. Pro-forma : Three blank pro-formas to be used for systematic categorisation of jobs in **Electric** Supply Undertakings in accordance with this manual are enclosed**:**

1. Job Designation.
2. Department.
3. **Brief outline of primary duties.*
4. Source of Supervision.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and exhaustive.

JOB DESIGNATION : JOB NO.——————

Factor	Description	Decree	Points
Skill : Education : Training or Pre-employment experience :			
Experience			
Mental Skill : Judgement and Interpretation : Variety : Plan and Control : Initiative			
Effort—Physical Effort. Resistance overcome and frequency : Posture and frequency :			
Mental and/or Visual Effort. Calculations : Reading : Writing : Memorising : Alertness : Closeness Eye-hand Coordination			
Responsibility for Materials and/ or Operation : Consequence of one defective action Quality : Records			
For Tools and Equipment :			
For Others' Work Team work : **Supervision :**			
For ***Other's Safety***			

JOB DESIGNATION. :

Factor	Description	Degree	Points
Working Conditions : Disagreeableness			
Working Conditions : Accident Hazards : Occupational Hazards :			
		TOTAL POINTS	
Education : Training :			
Experience :			
Complexities of Duties. Scope for Independent Action : } Resourcefulness : } Interpretation : Planning : Decision :			
Responsibilities for Money Operations : Loss due to Incorrect action in Rs. Cash : Materials/Valuables :			
Confidential Data			
Supervision : Type of Supervision } Number Supervised }			
Contact with Others : Scope and results of contact : Nature of contacts :			
Working Conditions : Distraction and the effects on the Job : Extent of Outside work : Accident Hazards :			
		TOTAL POINTS	

APPENDIX E

STANDARD NOMENCLATURES

Technical and Works Classification

(67 Nomenclatures)

Sl. No. of Category	Category	Sl. No. of Nomenclature in the category	Nomenclature	Sl. No. of Nomenclature
1	2	3	4	5
Technical (Non-Supervisory) Group				
1	Unskilled	1	Mazdoor	1
		2	Helper	2
2	Semi-skilled B	1	Junior Artisan B	3
		2	Mate B	4
		3	Attendant B	5
3	Semi-skilled A	1	Junior Artisan A	6
		2	Mate A	7
		3	Attendant A	8
4	Skilled C	1	Lineman C	9
		2	Jointer C	10
		3	Operator C	11
		4	Electrician C	12
		5	Mechanic C	13
		6	Driver C	14
		7	Artisan C	15
		8	Mistry C	16
		9	Tester C	17
		10	Draughtsman C	18
5	Skilled B	1	Lineman B	19
		2	Jointer B	20
		3	Operator B	21
		4	Electrician B	22
		5	Mechanic B	23
		6	Driver B	24
		7	Artisan B	25
		8	Mistry B	26
		9	Tester B	27
		10	Draughtsman B	28
		11	Chargeman B	29
6	Skilled A	1	Lineman A	30
		2	Jointer A	31
		3	Operator A	32
		4	Electrician A	33
		5	Mechanic A	34
		6	Driver A	35
		7	Artisan A	36
		8	Mistry A	37
		9	Tester A	38
		10	Draughtsman A	39
		11	Chargeman A	40
		12	Technician	41
		13	Inspector	42

APPENDIX E—*contd.*

1	2	3	4	5
7	Highly Skilled B	1 2 3 4 5 6 7 8 9 10	Senior Lineman B Senior Jointer B Senior Operator B Senior Electrician Senior Mechanic Senior Tester Senior Draughtsman Senior Chargeman Senior Technician B Senior Inspector B	43 44 45 46 47 48 49 50 51 52
8	Hightly Skilled A	1 2 3 4 5	Senior Lineman A Senior Jointer A Senior Operator A Senior Technician A Senior Inspector A	53 54 55 56 57
Supervisory Group				
9	Supervisory C	1 2 3 4 5	Foreman Supervisor Junior Engineer Chemist Technical Assistant	58 59 60 61 62
10	Supervisory B	1 2 3	Superintendent Assistant Engineer Senior Chemist	63 64 65
11	Supervisory A	1 2	Deputy Executive Engineer Technical Officer	66 67

NOTE.—In para 8.6 of the recommendations, it has indicated that functional descriptions can be given in brackets after the standard nomenclatures. Examples are given below :

Attendant (Substation, Laboratory, Boiler, Turbine).
Driver (Engine, Loco, Bulldozer, Dredger).
Operator (Substation, Control Room, Boiler, Turbine, Shift).
Electrician (Operation, Maintenance, Shift).
Lineman (Hotline, Shift).
Tester (Chemical, Meter, Instrument).
Chargeman (Boiler, Turbine, Operation, Electrical).
Senior Technician (Boiler, Turbine, Instrument).
Foreman (Boiler, Turbine, Instrument).
Assistant Engineer (Boiler, Turbine, Instrument, Planning).

(For further examples, *see* Appendix I).

APPENDIX F

STANDARD NOMENCLATURES

Administrative & Clerical Classification

(30 Nomenclatures)

Sl. No. of Category	Category	Sl. No. of Nomenclatures in the category	Nomenclatures	Sl. No. of Nomenclature
1	2	3	4	5
Clerical	*(Non-Supervisory) Group*			
1	Unskilled	1 2 3 4 5	Mazdoor Sepoy Helper Sweeper Watchman	1 2 3 4 5
2	Semi-skilled	1 2 3	Havaldar Attendant Meter Reader	6 7 8
3	Skilled B	1 2 3	Clerk B Typist Operator B	9 10 11
4	Skilled A	1 2 3 4 5	Clerk A Senior Typist Steno-Typist Operator A Assistant	12 13 14 15 16
5	Highly Skilled	1 2 3 4 5	Head Clerk Stenographer Personal Assistant Senior Assistant Assistant Accountant	17 18 19 20 21
Supervisory Group				
6	Supervisory C	1 2 3	Senior Stenographer Assistant Officer Accountant	22 23 24
7	Supervisory B	1 2 3	Deputy Officer Senior Accountant Superintendent	25 26 27
8	Supervisory A	1 2 3	Executive Officer Accounts Officer Senior Superintendent	28 29 30

NOTE.—In para 3.6 of the recommendations, it has been indicated that functional descriptions can be given in brackets after the standard nomenclatures. Examples are given below :

Clerk (Accounts, Stores, Establishment).
Operator (Telephone, Punch, Machine).
Senior Assistant (Stores, Cash, Library).
Superintendent (Stores, Office, Establishment).
Assistant Officer (Stores, Establishment, Legal, Public Relations, Labour).
Deputy Officer (Legal, Security, Public Relations).
Executive Officer (Legal, Labour, Public Relations).

(For further examples, see Appendix I).

APPENDIX G

Job Descriptions relating to Standard Nomenclatures in Technical and Works Classification.

Sr. No.	Nomenclature	Category	Job Description
1	2	3	4
1	Mazdoor Helper	Unskilled	Carries out all types of unskilled jobs, such as cleaning, digging, lifting of materials, switching 'ON' and 'OFF' etc. and similar works as directed including helping others in the performance of various duties.
2	Junior Artisan	Semi-skilled B or A	Assists artisans like lineman, jointer, electrician, mechanic, fitter, carpenter etc; carries out independently minor jobs associated with these trades; attends to minor construction or maintenance works or electrical or mechanical defects of equipment; carries out miscellaneous duties pertaining to workshop, civil works such as plastering, sanitary works, plumbing etc.
3	Mate	Do.	Carries out construction or maintenance works such as cable laying, line erection, excavations, foundations, loading and unloading of materials, fault repaires, etc.
4	Attendant	Do.	Attends to works in small substations, pump stations, etc. such as routine checks, taking readings, logging and their interpretation, minor repairs or maintenance and other miscellaneous duties; carries out minor works in laboratories, power stations, work-shops etc; attends and operates miscellaneous equipments such as pumps, motors, engine auxiliaries and small or medium size machines in power stations, substations, workshops etc.
5	Lineman	Skilled C, B or A	Attends to construction, maintenance and operation works on overhead lines and distribution networks, mains, services, street lights, wiring and all other works incidental thereto, including maintaining records relating to the works.
6	Jointer	Do.	Attends to construction, maintenance and operation works such as cable laying, jointing and repairs on underground cables and distribution networks, mains, services, street lights, wiring and all other works incidental thereto, including maintaining records relating to the works.
7	Operator	Do.	Attends to operation and maintenance works in substations, receiving stations, power stations, etc., work includes routine checks/readings, logging, interpretation and taking corrective action and maintaining records relating to the works.
8	Electrician	Do.	Carries out installation and maintenance of all electrical equipments, winding and wiring works; attends to switchboards and all other works incidental thereto in power stations and transmission/distribution system etc., including maintaining records relating to the works.
9	Mechanic	Do.	Carries out overhauling, calibrating, testing, repairing and installing all electrical, mechanical, electronic, pneumatic and other types of machines; checks components and does all other works incidental thereto in power stations, laboratories, workshops, etc. including maintaining records relating to the works.
10	Driver	Do.	Drives various types of vehicles or engines; carries out routine checks and minor repairs and maintains records for their proper upkeep.
11	Artisan	Do.	Carries out works associated with trades such as blacksmithy, carpentry, masonry, welding, fitting etc.
12	Mistry	Do.	Carries out loading, unloading of heavy materials, small civil works, excavation works, laying of cables, erection of lines etc; prepares estimates for works including giving measurements, sketches and maintaining records pertaining to the works. Takes meter readings, does billing, estimating, connection, disconnection, etc. and other incidental works thereto.

APPENDIX G—*contd.*

Sr. No.	Nomenclature	Category	Job Description
1	2	3	4
13	Tester	Skilled C. B or A.	Carries out testing, calibrating and repairing of electrical, mechanical, electronic, pneumatic and other types of instruments and equipments; attends to testing and allied works in laboratories, including maintaining records pertaining to the works.
14	Draughtsman	Do.	Work includes tracing, preparation of drawing, survey, and allied works associated with Drawing Office.
15	Chargeman	Skilled B or A	Carries out erection, maintenance and operation of electrical and mechanical machinery in Power Stations, receiving stations, workshops etc., including maintaining of records pertaining to the works.
16	Technician	Skilled A	Carries out works such as installation, maintenance and operation of electrical, mechanical and pneumatic and other types of equipments or works on electrical networks and subsequent testing of statisfactory performance calling for adequate technical knowledge, precision in working etc; keeps records, submits reports and proposals.
17	Inspector	Do.	Carries out operations, checking installations, inspection of generation systems, transmission/distribution networks, including associated operation and maintenance works; keeps records, submits reports and proposals.

Notes : 1. The Job Descriptions given above are illustrative not exhaustive, for reasons explained in the report.

2. Several standard nomenclatures are common to the sub-divisions of a particular category or in certain cases, they are also included in the higher category, with the word "Senior" prefixed to the nomenclature. An example is nomenclature relating to Lineman. For the categories Skilled C, B, A, and Highly Skilled B, A, the corresponding nomenclatures are Lineman C, B, or A, Senior Lineman B or A. In such cases, separate job descriptions are not given categorywise to the nomenclatures. The difference between the nomenclatures for the different categories will be related to the skills, judgement and precision called for, complexity of duties, the responsibilities attached, including extent of supervision, the size, rating etc., of the unit, station, equipment etc., the scales of operations and other factors which will depend on the organizational structure and the local practices of each undertaking. For instance, a Senior Lineman may be called upon to do hot line work, which will not be expected from a Lineman in the skilled categories. Similarly, a Senior Operator may have to attend serious emergencies, while the emergencies which an Operator in the skilled categories would attend will not be of a major nature. A Senior Jointer may be required to handle 33 kV or higher voltage cables, while Jointers in the Skilled categories will handle cables of lower voltage ratings.

3. A minor element of supervision or co-ordination is implied for all nomenclatures even in the non- supervisory group, in so far as the employees are allocated staff for getting the work done through the combined efforts of the group assigned on the job. This requirement being general and common is not separately indicated in the job descriptions.

4. Job descriptions are not given to the standard nomenclatures in the Supervisory Group, since being few in number and arranged in a graded hierarchy, the job descriptions are obvious from the nomenclatures and no difficulties will be felt in their application.

ANNEXURE H

Job Descriptions relating to Standard Nomenclatures in Administrative and Clerical Classification

Sr. No.	Nomenclature	Category	Job Description
1	2	3	4
1	Mazdoor Helper	Unskilled	Carries out all types of unskilled jobs, such as cleaning, digging, lifting of materials, gardening etc. and similar works as directed including helping others in the performance of various duties.
2	Sepoy	Do.	Carries out all types of unskilled jobs such as cleaning, handling office furniture, moving files and papers as per instructions, sorting of papers, attending to calls of office staff and similar works as directed including helping others in the performance of various duties.
3	Sweeper	Do.	Carries out all types of unskilled jobs such as cleaning of offices, bathrooms, sweeping, etc., and similar works as directed including helping others in the performance of various duties.
4	Watchman	Do.	Duties include watching and guarding property, buildings etc., and carrying out other works connected thereto such as checking materials at gate etc.
5	Havaldar	Semi-skilled	Duties include despatch/filing of office papers, other office work such as record keeping and other semi-clerical works or looking after watch and ward, security arrangements etc., a group of unskilled staff may be detailed under his charge.
6	Attendant	Do.	Assists clerks in keeping records, despatch/filing, counting of cash, going to bank, binding of books etc. and allied types of semi-clerical works and other incidental works thereto.
7	Meter Reader	Do.	Takes meter readings, does billing of energy consumption, including maintenance of meter reading books and other incidental works thereto including semi-clerical works.
8	Clerk	Skilled B or A	Does various types of clerical works in different departments; work includes putting up notes, maintenance of files, correspondence, locating references, follow-up etc. and other clerical or office works assigned.
9	Typist	Do.	Does typing work and minor or routine clerical works assigned.
10	Operator	Do.	Operates office equipments, such as punching machines, Adrema Machine, Telephone Exchange Boards, reporting snags in their operation and minor or routine clerical works assigned.
11	Steno-Typist	Skilled A	Mainly does typing work, also takes dictation and types out letters as required, does minor or routine clerical works as assigned.
12	Assistant	Do.	Handles work such as Store Keeping, Time Keeping, Cash etc., maintains records, attends to general correspondence and office works including rendering assistance to staff in the supervisory group.
13	Head Clerk	Highly Skilled	In charge of general office or section and carries out all types of ministerial/clerical works of a responsible nature.
14	Stenographer	Do.	Takes dictation in shorthand and transcribes the same by typewriter; handles confidential matters and also does typing or clerical works as assigned.
15	Personal Assistant	Do.	Takes dictation in shorthand and transcribes the same by typewriter; handles confidential matters and correspondence of officers, including maintenance of appointment diaries, guides visitors, attends to calls from public.
16	Assistant Accountant.	Do.	Does routine accounting works, assists Accountant or senior officers and carries out all incidental works pertaining to accounts and skilled matters.

Notes : 1. The Job Descriptions given above are illustrative, not exhaustive for reasons explained in the report.

2. Several standard nomenclatures are common to two or more categories and are distinguished by suffixes "B" or "A" or prefixes 'Assistant' or 'Senior' to the nomenclature. Examples are Clerk B or A; Assistant Accountant, Accountant, Senior Accountant. In such cases, separate job descriptions are not given categorywise to the nomenclatures. The differences between the nomenclatures for the difference categories will be related to the skills, judgement and precision called for, complexity of the duties, the responsibilities' attached including extent of supervision, the scale of operations and other factors which will depend on the organizational structure and the local practices of each undertaking.

3. A minor element of supervision or co-ordination is implied for all nomenclatures even in the non-supervisory group, in so far as the employees are allocated staff for getting the work done through the combined efforts of the group assigned on the job. This requirement being general and common is not separately indicated in the job descriptions.

4. Job descriptions are not given to the standard nomenclatures in the Supervisory Group, since being few in number and arranged in a graded hierarchy, the job descriptions are obvious from the nomenclatures and no difficulties will be felt in their application.

APPENDIX I

Categorisation and Allocation of Standard Nomenclatures for Gujarat Electricity Board.

Sl. No.	Existing Designation	Points scored	Proposed Category	Sl. No. of standard nomenclature allocated	Proposed standard nomenclatures	Proposed functional description to be indicated in brackets	Remarks
1	2	3	4	5	6	7	8
***Technical** and Works Classification :*							
Technical (NonSupervisory) Group (GTT)							
GTT-1	Seeper (Civil Maintenance) . . .	128	Unskilled	GTT-1	Helper	Civil.	
„ 2	Sweeper (Efficiency)	131	„		„	Efficiency.	
„ 3	Line Helper (Distribution) . . .	133	„		„	Distribution.	
„ 4	Line Helper (Substation) . . .	141	„		„	Substation.	
„ 5	Cleaner (Efficiency)	141	„		„	*	*Functional descripcion as in Sl. No. GTT-2 in (Col. 1).
„ 6	Helper (Meter Testing) . . .	145	„		„	Meter Testing	
„ 7	Helper (Stores)	146	„		„	Stores.	
„ 8	Gardener	150	„		„	Gardens.	
„ 9	Blue Printer	154	„		„	Drawing Office	
„ 10	Helper (Electrical)	158	„		„	Electrical.	
„ 11	Helper (Boiler)	163	„		„	Boiler.	
GTT-12	Pump Attendant	173	Semi-skilled B	GTT-2	Attendant B	Pump.	
„ 13	Plant Attendant Gr. IV . . .	186	„		„	Plant.	
„ 14	Semi-skilled Attendant (Laboratory) .	204	„		„	Laboratory.	
„ 15	Junior Khalasi (Dredger) . . .	205	„	GTT-3	Mate B	Dredger.	
„ 16	Artisan Gr. II (Mason) . . .	210	„	GTT-4	Junior Artisan B	Mason.	
„ 17	Asst. Lineman/Wireman (Distribution) .	214	„		*	Distribution.	*Nomenclature as in Sl. No. GTT-2.
„ 18	Asst. Lineman/Wireman (Substation) .	217	„		*	Substation.	

,, 19	Hammerman (Workshop)	222	,,		*(2)	Workshop.	*(2)Nomenclature as in Sl. No. GTT-3.
,, 20	Senior Khalasi (Boiler)	222	,,		*(2)	Boiler.	
GTT-21	Artisan Gr. II (Plumber)	227	Semi-skilled A	GTT-5	Junior Artisan A	Plumber.	
,, 22	Plant Attendant Gr. III (Turbine)	228	,,	GTT-6	Attendant A	Turbine.	
,, 23	Engine Driver (Dredger)	229	,,		Attendant A	Dredger.	
,, 24	Lineman/Wireman (Distribution)	229	,,				Interchangeable with Job No. GTT-34 in Col. 1—Highest points scored (247) to be considered.
,, 25	Tester (Laboratory)	231	,,		*	Laboratory.	*Nomenclature as in Sl. No. GTT-6.
,, 26	Civil Mistry (Civil Maintenance)	232	,,	GTT-7	Mate A.	Civil.	
,, 27	Artisan Gr. II (Carpenter)	235	,,		*(2)	Carpenter.	*(2) Nomenclature as in Sl. No. GTT-5.
GTT-28	Welder (Workshop)	240	Skilled C	GTT-8	Artisan C	Welder.	
,, 29	Tracer	242	,,	GTT-9	Draughtsman C	..	
,, 30	Vehicle Driver	243	,,	GTT-10	Driver C	Vehicle.	
,, 31	Sarang (Boiler)	245	,,	GTT-11	Mistry C	Boiler.	
,, 32	Sarang (Turbine)	245	,,		,, C	Turbine.	
,, 33	Technician Gr. III	245	,,	GTT-12	Mechanic C		
,, 34	Lineman/Wireman (Substation)	247	,,	GTT-13	Lineman C	Substation.	For Job No. GTT-24 in Col. 1 functional description will be 'Distribution'.
,, 35	Switchboard Operator (33 kV Substn.)	247	,,	GTT-14	Operator C	Substation.	
,, 36	Wireman	248	,,		*	Wiring.	*Nomenclature as in Sl. No. GTT-13
,, 37	Asst. Operator (Substation)	252	,,		*(2)		*(2) Nomenclature and functional description as in Sl. No. GTT-14.
GTT-38	Electrician	255	Skilled B	GTT-15	Elctrician B	..	
,, 39	Sub-Engineer (Civil)	259	,,	,, 16	Chargeman B	Civil.	
,, 40	Garden Supervisor	262	,,	,, 17	Mistry B	Garden.	
,, 41	Plant Cleaning Supervisor (Efficiency)	263	,,	,,	,,	Plant.	
,, 42	Senior Tester (Laboratory)	263	,,	,, 18	Tester B	Laboratory.	
,, 43	Artisan Gr. I (Carpenter)	264	,,	,, 19	Artisan B	Carpenter.	
,, 44	Meter Mechanic	265	,,	,, 20	Mechanic B	Meter.	

APPENDIX I—*Contd.*

1	2	3	4	5	6	7	
GTT-45	Plant Attendant Gr. I (Boiler) . .	265	Skilled B	GTT-21	Operator B (Chargeman)	Boiler.	
,, 46	Dumper Driver	267	,,	,, 22	Driver B	Dumper.	
,, 47	Technician Gr. II (Workshop) . .	269	,,		*	Workshop.	*Nomenclature as in Sl. No. GTT-20.
,, 48	Artisan Gr. I (Blacksmith) . . .	269	,,		*(2)	Blacksmith.	*(2) Nomenclature as in Sl. No. GTT-19.
,, 49	Technician Gr. II (Instruments) . .	273	Skilled A	,, 23	Technician	instruments.	
,, 50	Junior Draughtsman	274	,,	,, 24	Draughtsman A	..	
,, 51	Technician Gr. II (Turbine) . . .	275	,,		*	Turbine.	*Nomenclature as in Sl. No. GTT-23.
,, 52	Artisan Gr. I (Mason)	277	,,	,, 25	Artisan A	Mason.	
,, 53	Plant Operator Gr. II (Elec.) . . .	277	,,	,, 26	Operator A	Electrical.	
,, 54	Diesel Loco Driver	278	,,	,, 27	Driver A	Diesel Loco.	
,, 55	Plant Attendant Gr. I (Lab.) . . .	279	,,	,, 28	Tester A	Laboratory.	
,, 56	Plant Attendant Gr. I (Elec.) . . .	279	,,	,, 29	Chargeman A or Operator A.	Electrical.	
,, 57	Line Inspector (Substn-Distn) . .	279	,,	,, 30	Inspector A	Distribution.	
,, 58	Technician Gr. II (Elec.)	282	,,		*	Electrical.	
,, 59	Erection Foreman	287	,,		*(2)	Erection.	*(2) Nomenclature as in Sl. No. GTT-29.
,, 60	Technician Gr. II (Boiler)	288	,,		*	Boiler.	
,, 61	Plant Operator Gr. II (Boiler) . .	289	,,		*(3)	Boiler.	*(3) Nomenclature as in Sl. No. GTT-26.
,, 62	Heavy Duty Vehicle-Driver Bull Dozer .	294	,,		*(4)	Heavy Vehicle.	*(4) Nomenclature as in Sl. No. GTT-27.
,, 63	Meter Tester (Laboratory) . . .	295	,,		*(5)	Meter.	*(5) Nomenclature as in Sl. No. GTT-28.
,, 64	Meter Inspector	295	,,		*(6)	Meter.	*(6) Nomenclature as in Sl. No. GTT-30.
,, 65	Machinist Gr. II (Shaper) . . .	295	,,		*(7)	Shaper.	*(7) Nomenclature as in Sl. No. GTT-25
,, 66	Machinist Gr. I (Turner) . . .	295	,,		*(7)	Turner.	

,, 67	Machinist Gr. II (Turner) . . .	295	,,		*(7)		Turner.	
,, 68	Sr. M.T. Mechanic (Workshop) . .	295	,,	GTT-31	Mechanic	A	Workshop.	
,, 69	Sr. Electrician (Winder) . . .	295	,,	,, 32	Electrician	A	Winder.	
,, 70	Welder (Special Grade) . . .	295	,,		*(7)		Welder.	
,, 71	Crane Operator-cum-Technician . .	298	,,		*(3)		Crane.	
,, 72	Technician Gr. I (Instruments) . .	298			*		Instruments.	
,, 73	Assistant Chemist	300	Highly skilled B	GTT-33	Senior Tester		Laboratory.	
,, 74	Senior Electrician	302	,,	,, 34	Sr. Electrician		..	
,, 75	Technician Gr. I (Turbine) . . .	302	,,	,, 35	Sr. Technician		Turbine.	
,, 76	Senior Draughtsman	304	,,	,, 36	Sr. Draughtsman		..	
,, 77	Senior Mechanic (Turbine) . . .	308	,,	,, 37	Sr. Mechanic		Turbine.	
,, 78	Technician Gr. I (Boiler) . . .	310	,,		*		Boiler.	*Nomenclature as in Sl. No. GTT-35.
,, 79	Cable Jointer Gr. I	312	,,	GTT-38	Sr. Jointer	B	..	
,, 80	Sr. Technician (Turbine) . . .	317	,,		*			
,, 81	Plant Operator Gr. I (Power Station) .	318	,,	GTT-39	Operator	B	Power Station.	
,, 82	Sr. Technician (Workshop) . . .	324	,,		*		Workshop.	
,, 83	Sr. Technician (Instruments) . .	326	,,		*		Instruments.	
,, 84	Sr. Technician (Boiler) . . .	327	,,		*		Boiler.	
,, 85	Chargeman (Electrical) . . .	327	,,	GTT-40	Senior Chargeman		Electrical.	
,, 86	Plant Operator Gr. I (Electrical Maintenance).	328	,,		*(2)		Electrical.	*(2) Nomenclature as in Sl. No. GTT-39.
,, 87	Sr. Mechanic (Boiler)	330	,,		*(3)		Boiler.	*(3) Nomenclature as in Sl. No. GTT-37.
,, 88	Plant Operator Gr. (Turbinle) . .	332	,,		*(2)		Turbine.	
,, 89	Plant Operator Gr. I (Boiler) . .	336	,,		*(2)		Boiler.	
,, 90	Chargeman (Boiler)	337	,,		*(2)		,,	
GTT-91	Sr. High Pressure Welder (Boiler) . .	366	Highly skilled A	GTT-41	Sr. Tenchician	A	Welder.	
,, 92	Lineman (Hotline)	394	,,	,, 42	Sr. Lineman	A	Hot Line.	
,, 93	Dredger Master	469	,,	,, 43	Sr. Technician	A	Dredger.	

APPENDEX I—*Contd.*

1	2	3	4	5	6	7	8
Technical and Works Classification : Supervisory Group (GTS)							
GTS-1	Technical Asst. (Circle Office) . .	265	Supervisory C				*Interchangeable with Job No. GTS-13 in Col. No. 1.
,, 2	Technical Asst. (Head Office) . .	265	,,				*Highest points scored (330) to be considered.
,, 3	Technical Asst. (Efficiency) . . .	268	,,				*
,, 4	Technical Asst. (Civil) . . .	306	,,				*
,, 5	**Dy. Engineer (Head Office)** . . .	306	..				*(2) ,, (400) ,,
,, 6	Dy. Engineer (Commercial) . . .	306	..				*(2) Interchangeable with Job No. GTS-27 in Col. No. 1.
,, 7	Asst. Controller of Stores (Equivalent to Dy. Engineer).	309	..				*(2) *(2)
,, 8	**Technical Asst. (Meter Testing)** . .	316	Supervisory C				*
,, 9	**Technical Asst. (Telecommunication)** .	319	,,				*
,, 10	**Technical Asst.** (Substations) . .	320	,,				*
,, 11	**Chemist**	324	,,	GTS-1	Chemist		*
,, 12	Technical Asst. (Distribution) . .	325	,,				*
,, 13	Technical Asst. (Construction) . .	330	,	GTS-2	Technical Asst.	Appropriate functional description can be given in brackets for Job Nos. GTS-1-4, 8-10 inclusive 12 & 13.	
,, 14	Dy. Engineer (Efficiency)	345	...				*(2)
,, 15	Chief Draughtsman	353	Supervisory C	GTS-3	Supervisor	Drawing Office.	
,, 16	Dy. Engineer (Electrical Maintenance) .	361	..				*(2)
,, 17	Sr. Foreman (Instruments) . . .	363	Supervisory C	GTS-4	Foreman	Instruments.	
,, 18	Sr. Foreman (Boiler)	378	,,		,,	Boiler.	

,,	19	Dy. Engineer (Electrical Operation) .	384	Supervisory B				*(2) Interchangeable with Job No. GTT-27 in Col. 1. Highest points scored (400) to be considered.
,,	20	Dy. Engineer (Civil)	385	,,				*(2)
,,	21	Dy. Engineer (Substation) . . .	386	,,				*(2)
,,	22	Sr. Foreman (Electrical) . . .	389	,,	GTS-5	Superintendent	Electrical.	
,,	23	Dy. Engineer (Shift Operation) . .	390	,,				*(2)
,,	24	Dy. Engineer (Distribution) . . .	394	,,				*(2)
,,	25	Sr. Foreman (Workshop) . . .	396	,,		Superintendent	Workshop.	
,,	26	Sr. Foreman (Services) . . .	396	,,		,,	Services.	
,,	27	Dy. Engineer (Mechanical Operation) .	400	,,	GTS-6	Asst. Engineer.	Appropriate functional descriptions can be given in brackets for Job Nos. GTS-5,6,7 (Asst. Engineer Stores) 14, 16, 19, 20, 21, 23, 24 & 27.	
,,	28	Chief Chemist	410	Supervisory A	GTS-7	Tech. Officer	Chemist.	*Interchangeable with Job No. GTS-36 in Col. 1. Highest points scored (470) to be considered.
,,	29	Sr. Dy. Engineer (Coal Handling Plant) .	436	,,				
,,	30	Asst. Shift Charge Engineer (Sr. Dy. Engineer).	439	,,				*
,,	31	Sr. Dy. Engineer (Instruments) . .	446	,,				*
,,	32	Dy. Engineer (Hot Line) . . .	455	,,				*
,,	33	Sr. Dy. Engineer (Electrical) . . .	457	,,				*
,,	34	Sr. Dy. Engineer (Services) . . .	461	,,				*
,,	35	Sr. Dy. Engineer (Turbine) . . .	462	,,				*
,,	36	Sr. Dy. Engineer (Boiler) . . .	470	,,	GTS-8	Dy. Executive Engineer.	Appropriate functional descriptions can be given in brackets for Job Nos. GTS-29 to 36 inclusive.	

APPENDIX I—*Contd.*

1	2	3	4	5	6	7	8
Administrative and Clerical Classification : Clerical (Non-Supervisory) Group (GAC)							
GAC-1	Peon (Divisional Office)	104	Unskilled	GAC-1	Sepoy	Divisional Office	
,, 2	Peon (Head Office)	104	,,		,,	Head Office.	
,, 3	Watchman	144	,,	GAC-2	Watchman	..	
GAC-4	Armed Guard	156	Semi-skilled	GAC-3	Havaldar	Plant.	
,, 5	Daftary (Head Office)	164	,,	,, 4	Attendant	Records.	
,, 6	Daftary (Divisional Office)	164	,,		,,	,,	
GAC-7	Typist	170	Skilled B	GAC-5	Typist	..	
,, 8	Asst. Store Keeper	176	,,	,, 6	Clerk B	Stores.	
,, 9	Junior Clerk (Establishment)	186	,,		,,	Establishment.	
,, 10	Junior Clerk (Sub-Division)	186	,,		,,	Establishment.	
,, 11	Time Keeper	186	,,		,,	Time Office.	
,, 12	Telephone Operator	190	,,	GAC-7	Operator B	Telephones.	
,, 13	Junior Clerk (Billing)	190	,,		*	Billing.	*Nomenclature as in Sl. No. GAC-6
GAC-14	Asstt. Cashier (Accounts)	214	Skilled A	GAC-8	Clerk A	Cash.	
,, 15	Cashier (Head Office)	214	,,		,,	,,	
,, 16	Steno-Typist	230	,,	GAC-9	Steno-Typist	..	
,, 17	Senior Typist	230	,,	,, 10	Senior-Typist	..	
,, 18	Record Keeper	236	,,		*	Records.	Nomenclature as in Sl. No. GAC-8.
,, 19	Senior Clerk (Accounts)	266	,,		*	Accounts.	
,, 20	Security Inspector	270	,,	GAC-11	Assistant	Security.	
,, 21	Senior Clerk (Billing)	276	,,		*	Billing.	

,,	22	Senior Clerk (Establishment) . .	276	,,		*	Establishments.	
,,	23	Senior Clerk (Division Office) . .	276	,,		*	Division Office.	
,,	24	Senior Clerk (Stores)	276	,,		*	Stores.	

GAC-25		Stores Assistant	290	Highly-Skilled	GAC-12	Sr. Asst.	Stores.	
,,	26	Junior Stenographer	292	,,	,, 13	Stenographer	—	
,,	27	Librarian	306	,,		*	Library.	*Nomenclature as in Sl. No. GAC-12
,,	28	Establishment Asst. (Typing) . .	316	,,		*	Establishment.	
,,	29	Asstt. Accountant	332	,,	GAC-14	Assistant Accountant	Accounts.	
,,	30	Cost Assistant	332	,,		,,	Cost.	
,,	31	Store Keeper	340	,,		*	Stores.	
,,	32	Head Clerk	342	,,	GAC-15	Head Clerk	—	
,,	33	Head Cashier	346	,,		*	Cash.	

Administrative and Clerical Classification :
Supervisory Group :

GAS-1		Legal Assistant	356	Supervisory C	GAS-1	Asst. Officer	Legal.	
,,	2	Security Officer (Head Office) . .	372	Supervisory B	GAS-2	Deputy Officer	Security.	
,,	3	Publication Officer	372	,,		,,	Publication.	
,,	4	Office Superintendent (Establishment) .	372	,,	GAS-3	Superintendent	Establishment.	
,,	5	Stores Superintendent (Head Office) .	372	,,		,,	Store.	
,,	6	Stores Superintendent (Power Station) .	376	,,		,,	*	
,,	7	Senior Stenographer	378	,,		,,	Secretarial.	
,,	8	Divisional Accountant	378	,,	GAS-4	Senior Accountant	—	
,,	9	Office Superintendent . . . . (Operation & Maintenance).	382	,,		*	O & M Office.	*Nomenclature as in Sl. No. GAS-3.
,,	10	Cost Accountant	382	,,		*(2)	Costing.	*(2) Nomenclature as in Sl. No. GAS-4.
,,	11	Security Officer (Power Station) . .	406	,,		*(3)	Security.	*(3) Nomenclature as in Sl. No. GAS-2.
,,	12	Legal Superintendent (Head Office) .	408	,,		*	Legal.	
,,	13	Labour-Welfare Officer	416	,,		*(3)	Labour.	

APPENDIX J—*Concld.*

1	2	3	4	5	6	7	8
GAS-14	Private Secretary to Chairman . .	422	Supervisory A	GAS-5	Senior Superintendent	Secretarial.	
,, 15	Personal Assistant to Chairman or Member.	422	,,		,,	,,	
,, 16	Asstt. Secretary (Secretarial) . . .	438	,,	GAS-6	Executive Officer	,,	
,, 17	Asst. Secretary (Legal)	448	,,		,,	Legal.	
,, 18	Asst. Secretary (Stores) . . .	458	,,		,,	Stores.	
,, 19	Accounts Officer (Head Office) . .	474	,,	GAS-7	Accounts Officer	. .	
,, 20	Accounts Officer (Power Station) . .	478	,,		,,	. .	

APPENDIX J

GUJARAT ELECTRICITY BOARD

1. Job Designation : SWEEPER Job No. : GTT-1
2. Department : Civil Maintenance
3. **Brief outline of primary duties.*—Sweeps the colony premises in an assigned area—sweeps the public building in the Colocy—collects garbage and arranges disposal, cleaning of gutters, cleaning of sepetic tanks, operate sewage pumps under instructions.
4. Source of Supervision : Civil Mistry.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	One	18
Training or Pre-employment experience.			
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation .	Nil		
Variety	Routine job	One	10
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—(Physical effort) :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Continuously walking, bending		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	Nil		
Closeness	Nil		
Eye-hand			
Coordination	Nil	One	7
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Nil	One	5
Quality	Responsible for cleaning of Buildings		
Records	Nil		

APPENDIX J—*Contd.*

Factor	Description	Degree	Points
For Tools and Equipment :	Nil	One	5
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Mostly outdoor Foul smells, intermittently dusty atmosphere.	Three	15
Working Conditions :			
Accident Hazards	May lead to fall inhaling of sewage gas	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		128

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation Sweeper **JOB NO. GTT-2**
2. Department : Efficiency
3. **Brief outline of primary duties.*—Sweeping of Power House, Latrines, Bathroom, Workshop, Pump House as directed.
4. Source of Supervision : Plant cleaning Supervisor.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	One	18
Training or Pre-employment experience.	Nil		
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation .	Nil	One	10
Variety	Routine job		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Three	24
Posture and frequency . .	Mostly bending, walking, standing		
Mental and/or Visual Effort :			
Calculations	Nil	One	7
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	Nil		
Closeness	Nil		
Eye-hand . . . . . Coordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of the defective action.	Nil	Two	10
Quality	Responsible for sweeping		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Simple hand tools	One	5
For Others' Work :			
Team work	Works alone		
Supervision	Nil	One	8
For Others' Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop conditions. Foul smells, dusty working condition.	Three	15
Working Conditions :			
Accident Hazards	Nil		
Occupational Hazards	Nil	One	5
	TOTAL POINTS		131

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Line helper (Distribution) **JOB NO. GTT-3**

2. Department : Distribution

3.**Brief outline of primary duties.*—Replacement of street light bulbs, switch on & off street lights, fuse replaccement, excavation work such as preparing pits for erection of poles lifting of poles.

4. Source of Supervision : Technical Assistant.

5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional langauge	One	18
Training or Pre-employment experience.	Nil		
Mental Skill :			
Judgement and Interpretation .	Nil		
Variety	Routine but variety of jobs	One	10
Plan and Control . . .	Nil		
Initiative	No scope		
Effort—Physical effort :			
Resistance overcome and frequency	Light work		
Posture and frequency . .	Sitting intermittently but mostly standing, walking but works in confortable posture.	Second	16
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil		
Writing	Nil	First	7
Memorising	Nil		
Alertness	Nil		
Closeness	Nil		
Eye-hand	Nil		
Coordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Nil		
Quality	Nil	First	5
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Care in use of simple tools	Second	10
For Others' Work :			
TeamWork	Works alone	First	8
Supervision	Nil		
For Other's Safety	Nil	First	7
Working Conditions :			
Disagreeableness	Mostly outdoor (unsheltered) invloves travelling occasionally.	Third	15
Working Conditions :			
Accident Hazards	May result in deep cuts, fracture of limb etc.	Third	15
Occupational Hazards	Nil		
		TOTAL POINTS	133

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-4

1. Job Designation : Line helper (Substation)
2. Department : Sub-station
3. **Brief outline of primary duties.*—Cleaning of sub-station equipments, spring charging of circuit breakers, patrolling overhead lines with linesman. Lifts medium weight materials intermittently.
4. Source of Supervision : Technical Assistant.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read & write regional language	First	18
Training or Pre-employment experience.	Nil		
Experience	Upto two months	First	22
Mental Skill :			
Judgement and Interpretation	Nil	First	10
Variety	Routine but variety of job		
Plan and Control	Nil		
Initiative	No Scope		
Effort—Physical effort :			
Resistance overcome and frequency	Intermittently handles medium weight	Third	24
Posture and frequency	Mostly standing, walking, lifting		
Mental and/or Visual Effort :			
Calculations	Nil	First	7
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	Nil		
Closeness	Nil		
Eye-hand Coordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Nil	First	5
Quality	Nil		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Care in use of simple tools	Second	10
For Others' Work :			
Team Work	Works alone	First	8
Supervision	Nil		
For Other's Safety	Nil	First	7
Working Conditions	Outdoor (unsheltered) involves travelling occasionally.	Third	15
Disagreeableness			
Working Conditions :			
Accident Hazards	May result in deep cuts, fracture of limb	Third	15
Occupational Hazards	Nil		
	TOTAL POINTS		141

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-5

1. Job Designation : Cleaner
2. Department : Efficiency.
3. **Brief outline of primary duties*.—Cleans the equipments such as turbines, generators and pipe lines as directed. Works on fire fighting equipments as directed. Does the work of adding of chemicals etc. in assigned location.
4. Source of Supervision : Plant Cleaning Supervisor.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read & write regional language	One	18
Training or Pre-employment experience.			
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation	Nil	One	10
Variety	Nil		
Plan and Control	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Intermittently handles medium weight	Three	24
Posture and frequency	Mostly standing, walking & intermittently bending in awkward posture.		
Mental and/or Visual Effort :			
Calculations	Nil	One	7
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	Nil		
Closeness			
Eye-hand	Nil		
Coordination			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Nil	Two	10
Quality	For proper cleaning of equipments		
Records	..		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Others' Work :			
Team Work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions :	Average workshop condition		
Disagreeableness	Surroundings dusty, oily floors etc.	Three	15
Working Conditions :			
Accident Hazards	May result in dislocation of joints, deep cuts	Three	15
Occupational Hazards	..		
	TOTAL POINTS		141

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Helper **JOB NO. GTT-6**
2. Department : Meter Testing.
3. **Brief outline of primary duties.*—Opens the meters, provisionally connects etc. to the test bench. Seals the meter after testing (laboratory seal) cleaning and painting of old meters. Removing the transformer in the transformer yard.
4. Source of Supervision : Technical Assistant.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read & write regional language	First	18
Training or Pre-employment experience.	. .		
Experience	Nil	First	22
Mental Skill :			
Judgement and Interpretation .	In arranging meters, numbering them, in observing whether glass cover is intact.		
Variety	Routine job	Second	20
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical effort . . .	Light work		
Resistance overcome and frequency		Second	16
Posture and frequency . .	Mostly standing, occasionally sitting		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Reading of alphabets and numbers	Second	14
Writing	Nil		
Memorising	Nil		
Alertness	In lifting meters		
Closeness	Nil		
Eye-hand	Nil		
Co-ordination			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Nil	First	5
Quality	Nil		
Records	Nil		

APPENDIX J—*Contd.*

Factor	Description	Degree	Points
For Tools and Equipment . . .	Simple hand tools	Second	10
For Others' Work :			
Team Work	Works alone—occasionally in the team	First	8
Supervision	Nil		
For Other's Safety	Nil	First	7
Working Conditions . . .	Average workshop condition occasionally outdoor	Third	15
Disagreeableness . . .	..		
Working Conditions :			
Accident Hazards . . .	Deep cuts, sprains	Second	10
Occupational Hazards . .	Nil		
	TOTAL POINTS .		145

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-7

1. Job Designation : Stores Helper
2. Department : Stores.
3. **Brief outline of primary duties.*—Opening of cases received from suppliers. Counting, weighing and measuring of materials stacking of materials issue of materials as per instructions. Loading and un-loading of materials of heavy weight.
4. Source of Supervision : Store Keeper.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read & write regional language Simple additions and substractions	Second	36
Training or Pre-employment experience.	Nil		
Experience	Upto two months	First	22
Mental Skill :			
Judgement and Interpretation	Judgement limited to visible damage, reporting excess, shortage of materials.	First	10
Variety	Routine but variety of jobs		
Plan and Control	Nil		
Initiative	No Scope		
Effort—Physical effort :			
Resistance overcome and frequency	Intermittently handless medium weight		
Posture and frequency	Sitting intermittently Mostly standing, walking bending.	Third	24
Mental and/or Visual Effort :			
Calculations	Simple additions & substractions		
Reading	Nil	Second	14
Writing	Nil		
Memorising	Nil		
Alertness Closeness	To the extent of locating bins for collecting materials quickly		
Eye-hand Coordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Can result in loss due to incorrect counting	First	5
Quality	Nil		
Records	Nil		

APPENDIX J—*Contd.*

Factor	Description	Degree	Points
For Tools and Equipment	Care in use of simple tools	Second	10
For Others' Work :			
Team work	Mostly team work	First	8
Supervision	Nil		
For Other's Safety	Nil	First	7
Working Conditions	Average workshop condition		
Disagreeableness	No travelling invloved	First	5
Working Conditions :			
Accident Hazards	May result in minor cuts, bruises etc.	First	5
Occupational Hazards	Nil		
	TOTAL POINTS		146

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-8.

1. Job Designation : Gardner
2. Department: General
3. **Brief outline of primary duties.*—Preparing soil for planting of trees, flower beds. Mows the lawn, trimming the hedges. Some knowledge of fertilisers, pesticides, plants of seasonal variety.
4. Source of Supervision : Security officer/Garden Supervisor.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	First	18
Training or Pre-employment experience.			
Experience	Upto six months	Second	44
Mental Skill :			
Judgement and Interpretation .	In selecting Variety of plants, flowers	First	10
Variety	Routine		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Second	16
Posture and Frequency . .	Mostly standing, walking		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil	First	7
Writing	..		
Memorising	Nil		
Alertness	..		
Closeness	..		
Eye-hand Coordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May damage plants, flowers		
Quality	Responsible for proper upkeep of plants	Second	10

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Second	10
For Others' Work :			
Team work	Works alone	First	8
Supervision	Nil		
For Other's Safety	Nil	First	7
Working Conditions :			
Disagreeableness	Mistly outdoor subjected to weather conditions	Third	15
Working Conditions :			
Accident Hazards Occupational Hazards	Minor cuts, bruises etc.	First	5
	TOTAL POINTS		150

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Blue-printer **JOB NO. GTT-9.**
2. Department : Drawing Office.
3. **Brief outline of primary duties.*—Taking out blueprints as per requirement, cuts drawings and arranges them in files. Distribution of drawings as per instructions.
4. Source of Supervision : Chief Draughtsmen.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write Regional Language		
Training of Pre-employment experience.		One	18
Experience	About six months	Two	44
Mental Skill :			
Judgement and Interpretation .	Adjusting speed of the machines	Two	20
Variety	Routine		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	light		
Posture and frequency . .	Alternate sitting and standing	One	8
Mental and/or Visual Effort :			
Calculations	Nil		
Reading			
Writing	Nil		
Memorising	Nil	Second	14
Alertness	When the machine is running		
Eye-hand			
Co-ordination			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in damage to machine and redoing the work.	Two	10
Quality	Not responsible		
Records	..		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Blue-printing machine	Third	15
For Other's Work :			
Team work	Works alone	One	8
Supervision	..		
For Other's Safety	Not responsible	One	7
Working Conditions :	Average workshop conditions	One	5
Disagreeableness	..		
Working Conditions :			
Accident Hazards	Minor cuts	One	5
Occupational Hazardas	..		
	TOTAL POINTS		154

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Helper (Electrical) **JOB NO. GTT-10.**
2. Department : Electrical.
3. **Brief outline of primary duties.*—Accompanies the linesman in line inspection cleans and sweeps the floor of the power house. Lifting of heavy materials—climbs towar, for cleaning insulators, Digging for erection of poles.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	One	18
Training or Pre-employment experience.	. .		
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation .	Nil		
Variety	Variety of jobs	One	10
Plan and Control . . .	Nil		
Initiative	No scope		
Effort—Physical effort :			
Resistance overcome and frequency	Intermittently handles medium weights	Three	24
Posture and Frequency . .	Mostly standing, climbing, bending in actional posture.		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil		
Writing	Nil	Two	14
Memorising	Nil		
Alertness	While climbing towers		
Closeness	Nil		
Eye-hand Co-ordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May damage equipment by rough handling	Two	10
Quality	Nil		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Two	10
For Other's Work :			
Team Work	Works alone	One	8
Supervision	..		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Mostly outdoor, subjected to weather conditions	Three	15
Working Conditions :			
Accident Hazards	May result in fall and result in loss of limbs	Four	20
Occupational Hazards	Nil		
	TOTAL POINTS		158

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Helper (Boiler) **JOB NO. GTT-11•**
2. Department : Boiler.
3. **Brief outline of primary duties.*—Attends work with Technician such as opening of pump casings, Valves. Lifts medium weight materials, cleans various equipments as directed.
4. Source of Supervision : Technician.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	One	18
Training or Pre-employment experience.			
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation	Nil		
Variety	Variety of jobs	One	10
Plan and Control	Nil		
Initiative	No scope		
Effort—Physical effort :			
Resistance overcome and frequency	Intermittently handles medium weight	Three	24
Posture and frequency	Mostly standing, squatting, bending		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil	Two	14
Writing	Nil		
Memorising	Nil		
Alertness	While lifting and unloading materials		
Closeness			
Eye-hand Co-ordination			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May cause damage to tools, parts by bad handling	Two	10
Quality	Nil		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Simple hand tools	Two	10
For Other's Work :			
Team work	Nil		
Supervision	Nil	One	8
For Other's Safety . . .	Nil	One	7
Working Conditions :			
Disagreeableness . . .	Workshop conditions subjected to high temperatures, oil fumes, dusty conditions.	Four	20
Working Conditions :			
Accident Hazards . . .	May result in loss of limbs.	Four	20
Occupational Hazards . .	Nil		
	TOTAL POINTS .		163

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Pump attendant. **JOB NO. GTT-12.**
2. Department :
3. **Brief outline of primary duties.*—Operate six pumps at Bore well pumps as per instructions of Shift charge Engineer Routine checks on pump. Takes reading every hour. Bore well pumps are located about 5 to 6 miles from power house.
4. Source of Supervision : Shift charge Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language or English	Three	54
Training or Pre-employment experience.	Second class wireman's permit		
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation	Interprets readings on pump to some extent		
Variety	Routine	Two	20
Plan and Control	Nil		
Initiative	Not much scope		
Effort—Physical effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency	Alternative standing, sitting and walking		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Instruments	Two	14
Writing	Logsheet		
Memorising	Nil		
Alertness	Nil		
Closeness	Nil		
Eye-hand Co-ordination	Nil		
			118
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in damage to pumps	Three	15
Quality	Responsibility limited to trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipments . .	Nil	One	5
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety : . . .	Nil	One	7
Working Conditions :			
Disagreeableness . . .	Mostly outdoor in isolated location subjected to weather conditions.	Three	15
Working Conditions :			
Accident Hazards . . .	Minor cuts	One	5
Occupational Hazards . .	Nil		
	TOTAL POINTS .		173

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-13.

1. Job Designation : Plant Attendant IV
2. Department : Power Plant—Turbine auxiliaries.
3. **Brief outline of primary duties.*—Carries out routine check on turbine and its auxiliaries such as checking of oil levels, bearing temperature etc. starting and stopping of motors of small sizes, assists P.A. III.
4. Source of Supervision : Plant Operator/Tech. Assistant.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	First	18
Training or Pre-employment experience.			
Experience	Upto 1 year	Third	66
Mental Skill :			
Judgement and Interpretation .	Limited to observing deviation in temperature, pressure.		
Variety	Routine	Third	20
Plan and Control . . .	Nil		
Initiative	No scope		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . .	Mostly standing, walking		
Mental and/or Visual effort :			
Calculations	Simple arithmetical calculations		
Reading	Ammeter pressure gauge		
Writing	Log sheet		
Memorising	Location of valves etc. in case of emergency operation	Three	21
Alertness			
Closeness			
Eye-hand Co-ordination . .	Nil		

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Semi-skilled Attendant **JOB NO. GTT-14.**
2. Department : Laboratory.
3. **Brief outline of primary duties.*—Handles chemicals used in laboratory. Cleaning of laboratory apparatus. Required to bring samples of water etc. from assigned places. Arranges chemicals received from stores.
4. Source of Supervision : Chief Chemist.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language and English to some extent		
Training or Pre-employment experience.	..	One	18
Experience	About two years	Three	66
Mental Skill :			
Judgement and Interpretation	Limited in identifying chemicals used in laboratory	Second	20
Variety	Routine but variety of jobs		
Plan and Control	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency	Mostly walking and climbing		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil	Two	14
Writing	Nil		
Memorising	Assigned places for taking samples		
Alertness	Nil		
Closeness			
Eye-hand Co-ordination			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May break laboratory apparatus while cleaning	Two	10
Quality	Nil		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions	Average workshop conditions	Four	20
Disagreeableness	Excessive heat occasionally		
Working Conditions :			
Accident Hazards	May get burns due to contact with chemicals	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		204

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Junior Khalasi **JOB NO. GTT-15.**
2. Department : Dredger—Power Station.
3. **Brief outline of primary duties.*—General cleaning of Dredger Engine, tensioning of wire ropes, occasionally dives in water when some maintenance works are being carried out. Fixing and removing of nylon nets. Collects materials from Stores as directed.
4. Source of Supervision : Dredger Master.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language		
Training or Pre-employment experience.	. .	One	18
Mental Skill :			
Judgement and Interpretation .	Limited to reporting of minor defects of engine		
Variety	Variety of jobs	One	10
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Intermittently handles medium weight	Three	24
Posture and frequency . .	Continuously standing and bending in awkward posture.		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	While tensioning Ropes	One	7
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Negligible		
Quality	Nil	One	
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Not responsible	One	7
Working Conditions	Works on Dredger. Subjected to excessive heat continuously and loud noise.	Five	25
Disagreeableness	..		
Working Conditions :			
Accident Hazards	Deep cuts, danger of drowning		
Occupational Hazards	Nil	Five	25
	TOTAL POINTS		205

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-16

1. Job Designation : Artisan Gr. II (Mason)
2. Department : Civil maintenance.
3. **Brief outline of primary duties.*—Mainly does the work of brick laying for building work and sometimes in boilers of power house. Plastering of walls, white washing of walls. Does repair works to buildings.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	Two	36
Training or Pre-employment experience.	Some knowledge of masonary works		
Experience	About two years	Three	66
Mental Skill :			
Judgement and Interpretation .	In arranging and laying of bricks for building work in preparation cement concrete mixture.	Two	20
Variety	Routine but variety of jobs		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . .	Mostly standing and occasionally sitting		
Mental and/or Visual Effort :			
Calculations	Nil	One	7
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	Nil		
Closeness	Nil		
Eye-hand Coordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to cracks in wall if not properly plastered	Three	15
Quality	Responsibility limited to trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Spirit level, trowel, right angle etc.	Two	10
For Others' Work :			
Team work	Works alone	One	8
Supervision	..		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Mostly outdoor work on damp surfaces	Three	15
Working Conditions :			
Accident Hazards	May have injuries of nature of foreign material to eye dislocation of joints.	Two	10
Occupational Hazards			
	TOTAL POINTS		210

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Asstt. Lineman (Wireman) **JOB NO. GTT-17.**
2. Department : Distribution.
3. **Brief outline of primary duties.*—Maintenance of L.T. and H.T. overhead lines, repairs to services both single and three phase. Disconnection of services for non-payment of bills, street light bulb replacement, issue disconnection notice to consumers as per instructions.
4. Source of Supervision : Technical Assistant.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language		
Training or Pre-employment experience.	Nil	First	18
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation	Nil		
Variety	Routine but variety of jobs	Second	20
Plan and Control	Nil		
Initiative	No scope		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Second	16
Posture and frequency	Sitting occasionally, mostly standing, walking, climbing towers.		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil	First	7
Writing	Weekly reports		
Memorising	Nil		
Alertness	Nil		
Closeness			
Eye-hand Coordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Nil		
Quality	Type of service rendered to consumer	Second	10
Records	Weekly reports, material records bulb replacement		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Has to exercise care in use of simple tools	Second	10
For Other's Work :			
Team work	Works alone	First	8
Supervision	Nil		
For Other's Safety	Nil	First	7
Working Conditions :	Works mostly outdoor (unsheltered) involved travelling occasionally.	Third	15
Disagreeableness	..		
Working Conditions :			
Accident Hazards :	May result in intense burns fracture of limbs etc.	Third	15
Occupational Hazards	Nil		
	TOTAL POINTS		214

APPENDIX-J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Assistant Lineman/Wireman. **JOB NO. GTT-18**
2. Department : Sub-station.
3. **Brief outline of primary duties.*—Patrolling of overhead lines, repairs to overhead lines, maintenance of overhead lines, such as changing of insulators, maintenance of sub-station equipments such as circuit breakers, changing of transformer oil, filtering of oil etc.
4. Source of Supervision : Technical Assistant.
5. Supervisor's comments : Supervisor concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language.	One	18
Training or Pre-employment experience.			
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation .	Nil	Second	20
Variety	Routine but variety of jobs		
Plan and Control . . .	Nil		
Initiative	No Scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Intermittent medium weight	Third	24
Posture and frequency . .	Mostly standing, walking, climbing the towers etc.		
Mental and/or Visual Effort :			
Calculations	Nil	First	7
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness Closeness	While working on towers		
Eye-hand Coordination . .	While working on towers		
Responsibility for Materials and/ or Operation :			
Consequence of one defective action.	Nil	Second	10
Quality	Proper tension while stringing		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Has to exercise care in use of simple tools	Second	10
For Others' Work :			
Team work	Works alone	First	8
Supervision	Nil		
For Other's Safety	Nil	First	7
Working Conditions	Partly indoor and outdoor (Unsheltered) works involves travelling occasionally.	Two	10
Disagreeableness	. .		
Working Conditions :			
Accident Hazards	May result in deep cuts, dislocation of joint etc.	Third	15
Occupational Hazards	Nil		
	TOTAL POINTS		217

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-19

1. Job Designation : Hammerman.
2. Department : Workshop.
3. **Brief outline of primary duties.*—Works with fitter and helps him in fitting works. Occasionally works with Blacksmith. Mostly unskilled type of work.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to d and write regional language	One	18
Training or Pre-employment experience.			
Experience	3 years	Four	88
Mental Skill :			
Judgement and Interpretation .	Nil	Two	20
Variety	Variety of jobs		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Intermittently handles medium weight	Three	24
Posture and frequency . .	Mostly standing, walking, bending		
Mental and/or Visual Effort . .	Nil	One	7
Calculations	Nil		
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	While using sledge hammer		
Closeness	While tempering pert with hammer		
Eye-hand Coordination . .	While tempering with hammer		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Nil	One	5
Quality	Nil		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Two	10
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Others' Safety	Nil	One	7
Working Conditions	Average workshop conditions		
Disagreeableness	Excessive heat occasionally noise has effect on the work.	Four	20
Working Conditions :			
Accident Hazards	Risk of amputation of toe or finger	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		222

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Khalasi. **JOB NO. GTT-20**
2. Department : Boilers.
3. **Brief outline of primary duties.*—Works on Boilers and its anciliaries, works with Senior Foreman on pump maintenance such as changing bearing oil, lifting pump casing etc., cleaning of equipment.
4. Source of Supervision : Technician.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	One	18
Training or Pre-employment experience.			
Experience	About two years	Three	66
Mental Skill :			
Judgement and Interpretation .	Nil	Two	20
Variety	Variety of jobs		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Intermittently handles medium weight	Three	24
Posture and frequency . .	Mostly standing, squatting bending		
Mental and/or Visual Effort :			
Calculations	Nil	Two	14
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	While lifting heavy weights		
Closeness	Nil		
Eye-hand Coordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May damage some tools parts due to bad handling	Two	10
Quality	Nil		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Two	10
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Workshop conditions subjected to high temperature, oil fumes, dusty condition.	Four	20
Working Conditions :			
Accident Hazards	May prove fatal	Five	25
Occupational Hazards	Nil		
		TOTAL POINTS	222

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-21

1. Job Designation : Plumber.
2. Department : Civil Maintenance .
3. **Brief outline of primary duties.*—Does the work of fixing new pipes for water connection in Colony as well as power house. Maintenance work connected with water supply lines, fixing up new sanitory fittings, threading of pipes etc.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	Second	36
Training or Pre-employment experience.	Training in plumbing . . .		
Experience	One year	Three	66
Mental Skill :			
Judgement and Interpretation .	In fixing new santitory fittings, laying new pipes	Two	20
Variety	Variety of jobs		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Intermittently handles medium weight	Three	24
Posture and frequency . .	Mostly standing, bending and intermittently		
Mental and/or Visual Effort :			
Calculations	Simple additions and substractions	Three	21
Reading	Simple sketches, lay out		
Writing	Nil		
Memorising . . .	Nil		
Alertness	While fixing overhead tank		
Closeness	Nil		
Coordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to pipes, sanitary fittings	Three	15
Quality	Responsibility limited to trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Simple hand tools	Two	10
For Others' Work :			
Team work	Team work	One	8
Supervision	Negligible		
For Other's Safety	May get minor cuts	One	7
Working Conditions :			
Disagreeableness . . .	Mostly outdoor subjected to weather conditions	Three	15
Working Conditions :			
Accident Hazards	Minor outs, bruises etc.	One	5
Occupational Hazards			
	TOTAL POINTS .		227

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-22

1. Job Designation : Plant Attendant III
2. Department : Power Station—Turbine
3. **Brief outline of primary duties.*—Carries out routine check on turbine and its auxiliaries such as checking of oil levels, bearing temperature, etc. starting and stopping of motors of small sizes.
4. Source of Supervision : Plant Operator/Tech. Assistant
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustative and not exhaustive

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language and English to some extent.	Four	72
Training or Pre-employment experience.	Certificate course in Mech. Engineering		
Experience	Upto Six months	Two	44
Mental Skill :			
Judgement and Interpretation .	Limited to observing deviations in temperatures pressure etc.	Two	20
Variety	Routine		
Plan and Control . . .	Nil		
Initiative	No scope		
Effort—Physical Effort :			
Resistance overcome and frequancy	Light	Two	16
Posture and frequency . .	Mostly walking, standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Three	21
Reading	Ammeter, pressure gauge		
Writing	Log sheet		
Memorising	Location of valves in case of emergency operations		
Alertness :			
Closeness			
Eye-hand coordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Damage to limited extent	Three	15
Quality	Limited to trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Two	10
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions	Average workshop conditions		
Disagreeableness	Excessive heat occasionally	Two	10
Working Conditions :			
Accident Hazards	May result in steam burns		
Occupational Hazards	Nil	One	5
	TOTAL POINTS		228

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Engine Driver **JOB NO. GTT-23**
2. Department : Dredger—Power Station.
3. **Brief outline of primary duties.*—Starting and running of Diesel engines of about 300 HP located on dredger. Carries out routine checks such as levels of oil, temperature and pressure. Stopping of engine when required. Operated dredger occasionally under direct supervision of dredger master.
4. Source of Supervision : Dredger master.
5. Superviser's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language & English to some extent.	First	18
Training or Pre-employment experience.			
Mental Skill :			
Judgement and Interpretation .	In locating minor defects and interpreting different readings.		
Variety	Routine	Two	20
Initiative	Not much scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Three	24
Posture and frequency . .	Continuously standing, bending, walking in ackward posture.		
Mental and/or Visual Effort :			
Calculations	Nil	Three	21
Reading	Instruments such as pressure gauge		
Writing	Nil		
Memorising	Nil		
Alertness	In watching general operation of Engine		
Closeness			
Eye-hand Coordination			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Incorrect action may result in damage to limited extent	Three	15
Quality	Responsible for engine operation		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Simple hand tools	Two	10
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Not responsible	One	7
Working Conditions :			
Disagreeableness	Works on dredger, Excessive heat continuously & Loud noise.	Five	25
Working Conditions :			
Accident Hazards . . .	Amputation of finger or toe, burns	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		229

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Linesman/Wireman **JOB NO. GTT-24**
2. Department : Distribution.
3. **Brief outline of primary duties.*—Maintenance of L.T. and H.T. overhead lines, repairs on faulty lines, repairs to services both single and three phase. Disconnection of services for non-payment of bills, assisting meter reader in locating consumer premises, issues disconnection notices to consumers as per instructions. Street light bulb replacement. Colletcs materials from stores and takes to site.
4. Source of Supervision : Technical Assistant.
5. Supervisor's comments : Supervisor concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	One	18
Training or Pre-employment experience.	Nil		
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation .	Restoring supply to consummers quickly		
Variety	Routine but variety of job	Third	30
Plan and Control . . .	Nil		
Initiative	Arranging pre-monsoon line inspection, giving supply to consumers.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Second	16
Posture and frequency . .	Sitting occasionally, mostly standing, walking, climbing towers etc.		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Pole numbers, meter numbers	First	7
Writing	Weekly reports		
Memorising	Nil		
Alertness	Nil		
Closeness			
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Failure of supply to limited number of consumers		
Quality	Type of service rendered to consumers	Third	15
Records	Daily reports, material records, bulb records		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Has to exercise care in use of simple tools	Second	10
For Others' Work :			
Team work	Works alone		
Supervision	Nil	First	8
For Other's Safety	Nil	First	7
Working Conditions :			
Disagreeableness	Works mostly outdoor (unsheltered) work involves travelling occasionally.	Third	15
Working Conditions :			
Accident Hazards	May result in intense burns, fracture of limbs etc.	Third	15
Occupational Hazards	Nil		
	TOTAL POINTS		229

JOB NO. GTT-25

1. Job Designation : Tester
2. Department : Laboratory
3. **Brief outline of primary duties.*—Testing of water samples—Takes reading of soft water, controls the water chemically—Tests water for boiler—Gererally tests the water used in the plant.
4. Source of Supervision : Asst. Chemist (Shift).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write English	Two	36
Training or Pre-employment experience.			
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation .	Reports deviation from normal	Two	20
Variety	Routine		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Mostly walking, standing occasionally sitting		
Mental and/or Visual Effort :			
Calculations	Simple arithmetic calculation	Three	21
Reading	Instruments Chemicals		
Writing	Log sheets		
Memorising	Locations of collecting samples		
Alertness	Nil		
Closeness			
Eye-hand Coordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Negligible	Two	10
Quality	Nil		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Delicate chemical apparatus while testing	Three	15
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil		
Working Conditions :			
Disagreeableness . . .	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards . . .	Minor cuts	One	5
Occupational Hazards . .	Nil		
	TOTAL POINTS		231

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Civil Mistry **JOB NO. GTT-26**
2. Department : Civil Maintenance.
3. **Brief outline of primary duties.*—Supervision of building maintenance work, carpenters, masons, plumbers hands over the quarters allotted to employees and takes possession of vacated quarters—supervises the civil work and repairs.
4. Source of Supervision : Deputy Engineer (Civil).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	One	18
Training or Pre-employment experience.	..		
Experience	4 years	Four	88
Mental Skill :			
Judgement and Interpretation	Nil	Two	20
Variety	Variety of jobs		
Plan and Control	Allocates the work sweeper, helper, carpenter, mason, Plumber.		
Initiative	In executing work speedily		
Effort—Physical effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency	Mostly standing, walking		
Mental and/or Visual Effort :			
Calculations	Nil	Two	14
Reading	Takes meter reading		
Writing	Reports of occupation of quarters		
Memorising	Nil		
Alertness	Nil		
Closeness	Nil		
Eye-hand Co-ordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to a loss of very limited extend	Three	1
Quality	Responsible for quality of work		
Records	Register of quarters		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Nil	One	5
For Other's Work :			
Team work	Works alone	Three	24
Supervision	Supervise the work of 11 sweepers		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Mostly outdoor, involves travelling occasionally by public transport or walking.	Three	15
Working Conditions :			
Accident Hazards	May lead to dislocation of joints	Two	10
Occupational Hazards	Nil		
		Total Points	232

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Artisan Grade II Carpenter **JOB NO. GTT-27**
2. Department : Civil Maintenance.
3. **Brief outline of primary duties.*—Prepares simple furniture, doors, windows as per instructions. Minor repair to doors, windows, fixing new glasses, latches etc.
4. Source of Supervision : Deputy Engineer (Civil).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write Regional language		
Training or Pre-employment experience.	Training in carpentary	Three	54
Experience	1 to 2 years	Three	66
Mental Skill :			
Judgement and Interpretation .	In preparing wooden joints, furniture etc.		
Variety	Variety of jobs	Three	30
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . .	Mostly standing, walking		
Mental and/or Visual Effort :			
Calculations	Regarding dimensions of furniture etc.		
Reading	Simple sketches		
Writing	Nil	Two	14
Memorising	Nil		
Alertness	Nil		
Closeness	While preparing dovetail joints etc.		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper workmanship may damage furniture etc.	Two	10
Quality	Responsibility limited to trade skill		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Hacksaw, chisels, wooden file etc.	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	Negligible Supervision		
For Other's Safety	Minor injuries	One	7
Working Conditions :			
Disagreeableness . . .	Mostly outdoor subject to weather conditions	Three	15
Working Conditions :			
Accident Hazards . . .	Deep cuts, bruises etc.	One	5
Occupational Hazards . .	Nil		
	TOTAL POINTS .		235

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-28

1. Job Designation : Welder
2. Department : Workshop
3. **Brief outline of primary duties.*—Electric and gas welding and Gas cutting of simple jobs operates welding machine.
4. Source of Supervision : Sr. Foreman (Workshop)
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English		
Training or Pre-employment experience.	Trade certificate from I.I.T.	Three	54
Experience	6 months	Two	44
Mental Skill :			
Judgement and Interpretation	To a very limited extent in selecting electrodes	Two	20
Variety	Routine		
Plan and Control	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency	Mostly standing, walking		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Ammeter of welding machine	Three	21
Writing	Nil		
Memorising	Nil		
Alertness	To some extent		
Closeness			
Eye-hand Co-ordination	While joining pipes		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage to a limited extent	Three	15
Quality	Responsible to the extent of trade still final inspection by foreman.		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Welding Machine	Four	20
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions	Average workshop conditions	Five	25
Disagreeableness	Subject to glare subjected to heat		
Working Conditions :			
Accident Hazards	Burns	Two	10
Occupational Hazards	May lead to gradual weaking of eye sight		
	TOTAL POINTS		240

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-29

1. Job Designation : Tracer
2. Department : Drawing Office.
3. **Brief outline of primary duties*.—Tracing of drawings from original as per instruction. Preparing drawings of standard nature. Takes out blue prints.
4. Source of Supervision : Chief Draughtsman
5. Supervisor's comments. Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	S.S.C.		
Training or Pre-employment experience.	Intermediate drawing examination	Three	54
Experience	About six months	Two	44
Mental Skill :	In adjusting tracing paper as per requirement		
Judgement and Interpretation :			
Variety	Routine	Four	40
Plan and Control	..		
Initiative	Selecting proper colour		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency	Mostly standing, walking		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Drawings	Four	28
Writing	Nil		
Memorising	Nil		
Alertness	While taking tracings		
Closeness			
Eye-hand Co-ordination	While taking tracing		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper work may result in redoing work	Three	15
Quality	Trade skill		
Records			

APPENDIX J—(Contd.)

Factors	Description	Degree	Points
For Tools and Equipment	Drawing instruments	Three	15
For Other's Work :			
Team Work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions Disagreeableness	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards	Nil	Two	10
Occupational Hazards	May result in gradual weekening of eye sight		
	TOTAL POINTS		242

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Driver — **JOB NO. GTT-30**
2. Department : Secretarial
3. ****Brief outline of primary duties.***—Obtains information on previous day regarding vehicle engagements. Checks vehicle on reporting to duty regarding oil, tyre pressure, brakes etc. Takes vehicles to different places as per instructions. Maintain log book of vehicle. Reports to security officer regarding any defects of the vehicle.
4. Source of Supervision : Security Officer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language as well elementary English.		
Training or Pre-employment experience.	L.M.V. license, H.M.V. License preferred	Second	36
Experience	2 years experience	Third	66
Mental Skill :			
Judgement and Interpretation	In negotiating curves parking the vehicles. Interpreting traffic signs and police signals.		
Variety	Routine	Second	20
Plan and Control	Nil		
Initiative	In case of failure of vehicle		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Second	16
Posture and frequency	Mostly sitting		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Pressure gauage, mile meter	Third	21
Writing	Log books		
Memorising	Geography of the area		
Alertness	While driving the vehicle		
Closeness	While overtaking the vehicle		
Eye-hand Co-ordination	While driving, applying the breaks		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage of vehicle and accident	Third	15
Quality	Nil		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Proper upkeep of vehicle	Third	15
For Other's Work :			
Team Work	Nil	First	8
Supervision	Nil		
For Other's Safety	May injure pedestrian resulting in major injuries	Third	21
Working Conditions : Disagreeableness	Noise of the engine and noises on roads ..	Second	10
Working Conditions :			
Accident Hazards	Accident injuries involving risk of fracture	Third	15
Occupational Hazards	Nil		
		TOTAL POINTS	243

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Sarang **JOB NO. GTT-31**
2. Department : Boiler
3. **Brief outline of primary duties.*—Fixes up chain pulley block per lifting of cover etc. and directs helpers and semi-skilled khalasi. Assists the technician in maintenance of boilers—checks the starings for the load designated to carry.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	One	18
Training or Pre-employment experience.	Nil		
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation .	Uses judgement in lifting the materials		
Variety	Handles variety of jobs	Three	30
Plan and Control . . .	Controls the work of senior khalasi and helpers		
Initiative	Uses while lifting the material		
Effort—Physical Effort :			
Resistance overcome and frequency	Occasionally handling medium weight in team	Two	16
Posture and frequency . .	Mostly standing, bending in ackward posture		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil	Second	14
Writing	Nil		
Memorising	Nil		
Alertness	While lifting and putting platform, chain pulley blocks.		
Closeness			
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action	Nil	Three	15
Quality	Responsible for quality of work		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Second	10
For Other's Work :			
Team work	Works in team	One	8
Supervision	Supervise the work of about 5 persons		
For Other's Safety	Responsible for the safety of Khalasi Sr. Khalasis Accident may lead to fractures loss of limb.	Three	21
Working Conditions :			
Disagreeableness	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards	May prove fatal, loss of limb, fracture		
Occupational Hazards	Nil	Four	20
	TOTAL POINTS		245

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-32

1. Job Designation : Sarang
2. Department : Turbine
3. **Brief outline of primary duties.*—Prepares slings for lifting of turbine casing, pump casing, prepares scaffolding for attending the defects and major overhauling jobs. Assists the technician occasionally. Directs the lifting of heavy materials and unloading of materials.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	One	18
Training or pre-employment experience.	Nil		
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation .	Has to exercise judgement in checking the soundness of slings and selecting of pulley blocks and slings.	Three	30
Variety	Routine		
Plan and Control . . .	Directors the work of 4 to 5 workers		
Initiative	In fixing up heavy parts such as rotors or turbines		
Effort—Physical Effort :			
Resistance overcome and frequency	Intermittently handles medium weight	Two	16
Posture and frequency . .	Mostly standing, walking bending occasionally		
Mental and/or Visual Effort :			
Calculations . . .	Simple arithmetic calculation such as addition and substration.		
Reading	Nil	Two	14
Writing	Nil		
Memorising	Nil		
Alertness	Required while lifting heavy materials		
Closeness	Nil		
Eye-hand Co-ordination . .	While lifting and lowering the heavy materials		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May cause damage to the equipment due to rough handling.		
Quality	Restricted to safe loading and unloading	Three	15
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Crowbars, chain pulley blocks	Two	10
For Other's Work :			
Team work	Works in team	One	8
Supervision	Directs the work of 4 to 5 persons while lifting the heavy materials.		
For Other's Safety	May lead to fracture, deep cuts	Three	21
Working Conditions : Disagreeableness	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards	Fracture, deep cuts	Four	20
Occupational Hazards	Nil		
	TOTAL POINTS		245

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-33

1. Job Designation : Technician Grade III.
2. Department : Workshop.
3. **Brief outline of primary duties.*—Dismantling and assembling of various types of pumps—(C.W. Pumps vertical Horizontal)—Fabrication of pipe line—Repairs to bearings.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	Four	72
Training or Pre-employment experience.	Trade certificate from I.T.I. in Mech. Engineering		
Experience	6 months	Two	44
Mental Skill :			
Judgement and Interpretation	In assembling the pumps	Three	30
Variety	Variety of jobs		
Plan and Control	Allocates the work to unskilled helper		
Initiative	In diagonising the minor defects of the pump		
Effort—Physical effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency	Mostly standing, bending & walking		
Mental and/or Visual Effort :			
Calculations	Simple arithmatic calculations	Four	28
Reading	Reading of drawing sketches		
Writing	Nil		
Memorising	Nil		
Alertness	In assembling the pumps		
Closeness	To some extent		
Eye-hand Co-ordination	In lifting heavy parts (uses chain pulley block)		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage to some extent	Three	15
Quality	Responsible to the extent of trade skill		
Records	Nil		

APPENDIX J—*(Contd.)*

Factors	Description	Degree	Points
Tools and Equipment.	Micromteres, Vernier, Caltiper	Three	15
r *Other's Work :*			
Team work	Works alone occasionally in team	One	8
Supervision	Nil		
r *Other's Safety.*	Nil	One	7
orking Conditions :	Average workshop conditions	One	5
Disagreeableness			
orking Conditions :			
Accident Hazards	Minor cuts	One	5
Occupational Hazards	Nil		
	TOTAL POINTS		245

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Linesman/Wireman **JOB NO. GTT-3**
2. Department : Substation.
3. **Brief outline of primary duties.*—Repairs to overhead lines such as changing of insulators, fixing jumpers et works mostly on dead lines. Patrolling of overhead lines, maintenance of substation equipments such as circu breakers, changing of transformer oil, filtering, of oil etc.
4. Source of supervision : Technical Assistant
5. Supervisor's comments : Supervisor concurs with his duties.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Poin
Skill :			
Education	Ability to read and write regional language	One	18
Training or Pre-employment experience	Nil		
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation	Fixing bolts on transformer plate etc. fixing of insulators.	Third	30
Variety	Routine but variety of job		
Plan and Control	In allocation of work to his gang		
Initiative	In informing abnormality to Superiors		
Effort—Physical effort :			
Resistance overcome and frequency	Intermittent medium weight	Third	24
Posture and frequency	Mostly standing walking, climbing the towers etc.		
Mental and/or Visual Effort :			
Calculations	Not required		
Reading	Pole numbers, meter numbers		
Writing	Weekly reports		
Memorising	Nil		
Alertness	While working on towers	First	7
Closeness	Nil		
Eye-hand Co-ordination	While working on towers		
Responsibility for Materials and/or Operation :			
Consequence of one defective action	Can cause interruption of power. Delay in restoration of power.	Third	15
Quality	Proper tension while stringing		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment :	Has to exercise care in use of simple hand tools	Second	10
For Others' Work :			
Team work	Team work	Two	16
Supervision	Has a gang of 8 to 12 persons		
For Other's Safety :	Has to observe standard safety procedures	Two	14
Working Conditions :			
Disagreeableness	Partly outdoor (unsheltered), partly indoor travelling occasionally	Two	10
Working Conditions :			
Accident Hazards	May result in deep burns, dislocation of joint etc.	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		247

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB. NO. GTT-35

1. Job Designation : Switch Board Operator.
2. Department : 33 Kv Sub-station.
3. **Brief outline of primary duties.*—Attends shift duty in 33 Kv receiving station. Takes hourly readings in sub-station as well as switch yard. Switches ON and OFF of circuit breakers as per requirement. Inspects transformer in the yard. Attends phone calls regarding system operation. Takes down consumer complaint.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English		
Training or Pre-employment experience.	Second Class wireman's permit	Three	54
Experience	2 years	Three	66
Mental Skill :			
Judgement and Interpretation .	In raking, out circuit Breakers, general condition of transformer.		
Variety	Routine		
Plan and Control . . .	Nil		
Initiative	In quickly closing C.B. in case of transient faults	Three	30
Effort—Physical effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency . .	Alternatively sitting, standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations		
Reading	Instruments	Three	21
Writing	Log sheet		
Alertness	Nil		
Closeness	While closing circuit breaker on faults		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in interruption of power	Three	15
Quality	For maintaining reliability of supply		
Records	Log sheet		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment :	Simple hand tools	Two	10
For Others' Work :			
Team work	Works alone	Two	16
Supervision	Supervision one helper		
For Other's Safety :	Nil	One	7
Working Conditions :	Average workshop conditions.	One	5
Disagreeableness	Occasionally outdoor		
Working Conditions :			
Accident Hazards	May get burns, amputation of toe	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		247

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-36

1. Job Designation : Wireman
2. Department : Electrical.
3. **Brief outline of primary duties*.—Maintenance of colony lighting system. Attends to complaints of no supply. replaces fuses, Patrolling of lines, climbing the towers and cleaning the insulators. Attends to street lights of colony. Switches ON and OFF the street lights. Lamp replacement.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	Three	54
Training or Pre-employment experience.	2nd class wireman's permit		
Experience	1 to 2 years	Three	66
Mental Skill :			
Judgement and interpretation	In attending complaints		
Variety	Variety of jobs	Two	20
Plan and Control	Nil		
Initiative	Not much scope		
Effort—Physical effort :			
Resistance overcome and frequency	Light work	Three	24
Posture and frequency	Mostly walking, standing, climbing the tower		
Mental and/or Visual Effort :			
Calculation	Nil		
Reading	Nil		
Writing	Nil	Two	14
Memorising	While replacing fuses		
Alertness	Nil		
Closeness	While working on towers		
Eye-hand Co-ordination	..		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage of installation by putting improper size of fuses.	Three	15
Quality	Responsible for quality to the extent of trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment :	Simple hand tools	Two	10
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety :	Nil	One	7
Working Conditions :			
Disagreeableness	Mostly outdoor subjected to weather conditions	Three	15
Working Conditions :			
Accident Hazards	May get shocks, fracture due to fall	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		248

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Assistant Operator **JOB NO. GTT-37**
2. Department : Sub-station.
3. **Brief outline of primary duties.*—Job entails shift duty. Takes hourly readings of feeders, switches on and off feeders as per instructions. Receive and transmits messages. Report abnormalities in equipments to Deputy Engineer.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language—English to some extent.	Second	36
Training or Pre-employment experience.	..		
Experience	3 to 4 years	Fourth	88
Mental Skill :			
Judgement and Interpretation	In case of transformer temperature, abnormalities in the system.	Third	30
Variety	Routine		
Plan and Control	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	Light	First	8
Posture and frequency	Mostly sitting. Occasionally standing and walking		
Mental and/or Visual Effort :			
Calculations	Simple arithmatical calculation	Third	21
Reading	Ammeter, voltmeter, P.F. meter		
Writing	Log sheet		
Memorising	Signals for tripping etc.		
Alterness Closeness	Sequence of operation in case of failure		
Eye-hand Co-ordination	While changing circuit breaker		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	In interruption of power resulting in damage to equipment.	Third	15
Quality	Maintaining reliability of supply		
Records	Log sheet, interruption register		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment :	Simple hand tools	Second	10
For Others' Work :			
Team work	Works alone	First	8
Supervision	Does not supervise		
For Other's Safety :	May result in deep burns	Third	21
Working Conditions :			
Disagreeableness	Average workshop condition	First	5
Working Conditions :			
Accident Hazards	May get shock while doing operations	Second	10
Occupational Hazards	Nil		
	TOTAL POINTS		252

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Electrician **JOB NO. GTT-38**
2. Department : Electrical
3. **Brief outline of primary duties.*—Inspection and patrolling of overhead H.T. and L.T. lines, Maintenance of electrical equipments such as Motors, changing of insulation, House wiring, changing of oil in transformer.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write English	Three	54
Training or Pre-employment experience.	II Class wireman		
Experience	2 years	Three	66
Mental Skill :			
Judgement and Interpretation	In fixing insulators		
Variety	Variety of jobs		
Plan and Control	Nil	Two	20
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Light, Intermittently handles medium weight	Three	24
Posture and frequency	Mostly standing, walking, climbing of towers, bending in awkward position.		
Mental and/or Visual Effort :			
Calculations	Simple arithmetic calculations		
Reading	Nil		
Writing	Nil		
Memorising	Nil	Three	21
Alertness	While testing conductor etc.		
Closeness	..		
Eye-hand Co-ordination	..		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to equipment		
Quality	Responsible for quality of work	Three	15
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment : . . .	Simple hand tools	Two	10
For Others' Work :			
Team work . . .	Works alone	One	8
Supervision	Nil		
For Other's Safety : . . .	Nil	One	7
Working Conditions :			
Disagreeableness . . .	Mostly outdoor work	Three	15
Working Conditions :			
Accident Hazards . . .	May result in deep burns, fracture	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		255

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-39

1. Job Designation : Sub-Engineer
2. Department : Civil
3. **Brief outline of primary duties.*—Maintenance work of power house building and township. Sanitory works connected with powerhouse and colony. Additions and alterations to buildings.
4. Source of supervision : Deputy Engineer (Civil).
5. Supervisor s comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	S.S.C.		
Training or Pre-employment experience.	Certificate course in Civil Engineering	Four	72
Experience	Upto six months	Second	44
Mental Skill :			
Judgement and Interpretation	In arranging minor civil repair works	Three	30
Variety	Routine but vairety of jobs		
Plan and Control	Allocates the work to his staff		
Initiative	Not much scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and Frequency	Alternate sitting & standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Three	21
Reading	Drawing of simple nature		
Writing	Daily report		
Memorising	Nil		
Alertness	Nil		
Closeness			
Eye-hand Co-ordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Incorrect action may result in minor to walls damages	Three	15
Quality	Nil		
Records			

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Use of levels, Thedolites	Three	15
For Others' Work :			
Team work	Works alone		
Supervision	Supervises the work of about 10	Three	24
For Other's Safety . . .	Nil	One	7
Working Conditions :			
Disagreeableness . . .	Average workshop conditions outdoor occasionally	Second	10
Working Conditions :			
Accident Hazards . . .	Minor injuries	One	5
Occupational Hazards . .	Nil		
	TOTAL POINTS .		259

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Garden Supervisor **JOB NO. GTT-40**
2. Department : Civil Maintenance
3. **Brief outline of primary duties.*—Maintenance of gardens, parks, planting of new trees, plants, selection of seeds, manures, suggesting layouts for new gardens. General supervision of about 11 gardeners.
4. Source of Supervision : Technical Assistant/Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	Fourth	72
Training or Pre-employment experience.	Certificate course in Horticultural of two years duration		
Experience	Upto two years	Three	66
Mental Skill :			
Judgement and Interpretation .	In selecting seeds, flowers plants, manures		
Variety	Variety of jobs	Three	30
Plan and Control . . .	Allocates and checks works to gardeners in preparing layout.		
Initiative			
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . .	Mostly standing, walking		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	First	7
Reading	Nil		
Writing	Reports		
Memorising	Nil		
Alertness	Nil		
Closeness			
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	To a limited extent of Rs. 25		
Quality	Responsible for quality of work	Third	15
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Nil	One	5
For Others' Work :			
Team work	Works alone	Third	24
Supervision	Directly supervises 11 gardeners		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Mostly outdoor subjected to weather conditions	Third	15
Working Conditions :			
Accident Hazards . . .	Minor cuts, bruises	One	5
Occupational Hazards . .	Nil		
	TOTAL POINTS .		262

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Plant cleaning Supervisor **JOB NO. GTT-41**
2. Department : Efficiency.
3. **Brief outline of primary duties.*—Arranges for cleaning of entire plant as follows :
   1. Sweepers are engaged for cleaning of floors of power station and allied units. 2. Cleaners are engaged for cleaning of equipment of power station, pumps house, workshop. 3. Checks whether firefighting equipments are intact and at proper places. Tests the fire fighting equipment for operation.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language and English to some extent.	One	18
Training or Pre-employment experience.			
Experience	4 to 5 years	Five	110
Mental Skill :			
Judgement and Interruption	Locating leakages of oil etc. and arranging immediate cleaning to avoid fire hazard	Three	30
Variety	Variety of jobs.		
Plan and Control	Allocates works to sweepers and cleaners.		
Initiative	In directing fire fighting operations in case of fire		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Second	16
Posture and frequency	Mostly walking, standing and intermittently bending in awkward posture.		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil		
Writing	Material requisition daily report	Two	14
Memorising	Location of fire extinguishers		
Alertness	Nil		
Closeness	Nil		
Eye-hand Co-ordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may cause fire hazards, or other hazards leading to fail.	Three	15
Quality	Responsible for proper cleaning of plant		
Records	Nil		

APPENDIX J—(*Contd*)

Factor	Description	Degree	Point
r Tools and Equipment	Nil	One	5
r Others' Work :			
Team work	Works alone	Three	24
Supervision	Supervision of the work of about 15 sweepers & cleaners.		
r Other's Safety	May result in dislocation of joints deep cuts	Three	21
orking Conditions :			
Disagreeableness	Average workshop conditions	One	5
orking Conditions :			
Accident Hazards	Minor injuries	One	5
Occupational Hazards	Nil		
	TOTAL POINTS		263

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-42

1. Job Designation : Senior Tester
2. Department : Laboratory.
3. **Brief outline of primary duties.*— Testing of solution—Preparation of solution, testing of coal, condenser acidity test—Reports defects in the plant to maintenance section.
4. Source of Supervision : Assistant Chemist.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Graduate in Science	Fifth	90
Training or Pre-employment experience.	. .		
Experience	2 to 3 years	Three	66
Mental Skill :			
Judgement and Interpretation .	In reporting any abnormality in the test result	Two	20
Variety	Routine		
Plan and Control	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Mostly standing, walking, occasionally sitting		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculation	Three	21
Reading	Nil		
Writing	Test results		
Memorising	Nil		
Alertness	While testing chemicals		
Closeness	Nil		
Eye-hand Coordination			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Negligible	Two	10
Quality	Responsible for results of test		
Records	Nil		

APPENDIX J—*(Contd.)*

Factor	Description	Degree	Points
For Tools and Equipment . .	Precision instruments in Laboratory	Three	15
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards . . .	Minor cuts, burns	One	5
Occupational Hazards . .	Nil		
	TOTAL POINTS .		263

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Artisan Gr. I, Carpenter **JOB NO. GTT-43**
2. Department : Workshop
3. **Brief outline of primary duties.*—Repairs to furniture, doors, windows, fixing up glasses. Making patterns as per sample or drawing. Opening of heavy cases received in stores.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read & write regional language		
Training or Pre-employment experience.	Knowledge of carpentary	Three	54
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation	In preparing patterns as per sketches	Three	30
Variety	Routine job		
Plan and Control	Nil		
Initiative	Not much scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency	Alternatively sitting and standing in awkward posture		
Mental and/or Visual Effort :			
Calculations	Additions and substractions		
Reading	Sketches of simple nature.		
Writing	Nil		
Memorising	Nil		
Alertness	While preparing joints, patterns		
Eye-hand Coordination	In fixing joints properly	Three	21
Responsibility for Materials and/or Operation :			
Consequence of one defective action	May damage patterns	Three	15
Quality	Responsible for quality of work done		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Two	10
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions	Average workshop conditions		
Disagreeableness	Noise has distracting effect on the job	Two	10
Working Conditions :			
Accident Hazards	May get minor cuts, bruises	One	5
Occupational Hazards	Nil		
	TOTAL POINTS		264

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Meter Mechanic **JOB NO. GTT-44**
2. Department : Operation and maintenance (Laboratory).
3. **Brief outline of primary duties.*—Over-hauling of single and polyphase meters. Replacement of spare parts. Testing of distribution transformers and minor repairs to transformers.
4. Source of Supervision : Technical Assistant/Deputy Engineer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language and English to same extent.	Second	36
Training or Pre-employment experience.	Second class wireman permit		
Experience	About 4 years	Fourth	88
Mental Skill :			
Judgement and Interpretation .	In overhauling of meters and repairs	Third	30
Variety	Routing job		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	First	8
Posture and frequency . .	Alternatively sitting & standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Fourth	28
Reading	Drawings		
Writings	Test results		
Memorising	Nil		
Alertness	While testing transformers		
Closeness	. .		
Eye-hand Coordination . .	While testing the equipments		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Error in testing transformer may result in damage	Third	15
Quality	For repairs done to meters		
Records	Test reports		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment :	Ammeter, Voltmeter, Megger	Third	15
For Others' Work :			
Team work	Work alone	First	8
Supervision	Sometimes two to three helpers		
For Other's Safety	Nil	First	7
Working Conditions :			
Disagreeableness	Average workshop conditions	First	5
Working Conditions :			
Accident Hazards	May get shocks of high voltage resulting in burns	Fifth	25
Occupational Hazards	May result in weeking of eye sight		
	TOTAL POINTS		265

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Plant Attendant Grade I. **JOB NO. GTT-45**
2. Department : Boiler (Operation).
3. **Brief outline of primary duties.*—Attends Pumps of boiler—Takes reading of the auxiliaries of boiler and Turbine—checks the water circuit—Routine check of auxiliary periodically (Hourly).
4. Source of Supervision : Deputy Engineer (Operation)
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	S.S.C. with Technical subjects	Three	54
Training or Pre-employment experience.	Nil		
Experience	On the job training of one year	Three	66
Mental Skill :			
Judgement and Interpretation .	Limited to the extent of pointing out abnormalities—In maintaining auxiliaries of boiler.		
Variety	Routine	Three	30
Plan and Control . . .	Nil		
Initiative	In taking corrective action in case of abnormalities		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work, Intermittently handles heavy valves (Medium weight).	Three	24
Posture and frequency . .	Mostly standing, walking, bending, climbing occasionally.		
Mental and/or Visual Effort :			
Calculations	Simple additions & substractions		
Reading	Of pressure gauge, flow meter, Reading		
Writing	Log sheets		
Memorising	Location of valves and pipes	Three	21
Alertness	While operating valves		
Closeness	In taking reading		
Eye-hand Coordination . .	In opening and closing the valves		
Responsibility for Materials and/or Operotation :			
Cnusequence of one defective acRion.	May lead to damage to limited extent	Three	15
Qality	To the extent of trade skill		
ecords	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment :	Nil	One	5
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop conditions subjected to excessive heat continuously.	Four	20
Working Conditions :			
Accident Hazards	May lead to deep cuts, fracture due to fall	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		265

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Dumper driver **JOB NO. GTT-46**
2. Department : Power Station-Coal Yard
3. **Brief outline of primary duties.*—Drives dumper of 2T. Capacity as per requirement. Dumper is used for transporting ash, coal etc.
4. Source of Supervision : Shift Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	Two	36
Training or Pre-employment experience.	Heavy duty vehicle, driving License		
Experience	Upto one year	Three	66
Mental Skill :			
Judgement and Interpretation .	In negotiating curves, condition of road, dumping of ash.	Three	30
Variety	Routine		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and Frequency . .	Mostly sitting		
Mental and/or Visual Effort :			
Calculations	Nil	Four	28
Reading	Nil		
Writing	Log book		
Memorising	Nil		
Alertness	While driving vehicle		
Closeness			
Eye-hand Coordination . .	In driving Vehicles		
Responsibility for Materials and/or Operation :			
Consequence one defective action.	Improper action may result in damage	Three	15
Quality	Limited to trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Dumper. Simple hand tools	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety : . . .	May injure pedestrians	Four	28
Working Conditions : . . .	Mostly outdoor	Three	15
Disagreeableness . . .			
Working Conditions :			
Accident Hazards . . .	May lead to fracture, deep cuts	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		267

1. Job Designation : Technician Gr. II **JOB NO. GTT-4**
2. Department : Workshop.
3. **Brief outline of primary duties.*—Repairs to Automobiles—Petrol and Dissel—Overhauling of vehicles includ ing electrical system of the vehicle—Maintenance of vehicle.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Point
Skill :			
Education	S.S.C. with technical subjects	Three	54
Training or Pre-employment experience.	3 to 4 years		
Experience	Three to Four years	Four	88
Mental Skill :			
Judgement and Interpretation .	In assembly of automobile engine, Gear box		
Variety	Variety of jobs	Second	20
Plan and Control . . .	Nil		
Initiative	In diagnosing minor defects and attending them		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and Frequency . .	Mostly standing squatting, bending in awkward posture		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil	Four	28
Writing	Nil		
Memorising	Nil		
Alertness	Required in attending major defects		
Closeness			
Eye-hand Co-ordination . .	While assembling the parts. In taking trial run of the vehicle		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage of vehicle	Three	15
Quality	Responsible for the quality of work to the extent of trade skill. Final Inspection is done.		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Two	10
For Other's Work :			
Team work	Team work	Two	16
Supervision	The work of 2 helpers		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop condition oily surroundings	Two	10
Working Conditions :			
Accident Hazards	Minor cuts	One	5
Occupational Hazards	Nil		
	TOTAL POINTS		269

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Artisan Gr. I (Blacksmith) **JOB NO. GTT-48**
2. Department : Workshop.
3. **Brief outline of primary duties.*—Prepares items like clamps, chisels, small tools used in lathes and as well as in workshop. Tempering of tools, sharpening of tools as required.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	Two	36
Training or Pre-employment experience.	Some training in Black smithy		
Experience	3 to 4 years experience	Four	88
Mental Skill :			
Judgement and Interpretation	In preparing tools as per sample	Two	20
Variety	Variety of jobs		
Plan and Control	Nil		
Initiative	Not much scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Intermittently handles medium weight	Three	24
Posture and frequency	Continuously standing, bending		
Mental and/or Visual Effort :			
Calculations	Nil	Three	21
Reading	Simple sketches		
Writing	Nil		
Memorising	Nil		
Alertness Closeness Eye-hand Co-ordination	While hammering jobs. While tempering of tools and shaping of new tools		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to a limited extent	Three	15
Quality	Limited to trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Simple hand tools	Two	10
For Other's Work :			
Team work	Team work	One	8
Supervision	Works with hammer man		
For Other's Safety	Not responsible	One	7
Working Conditions : . . .	Average workshop condition		
Disagreeableness . . .	Excessive heat of the furnace continuously	Five	25
Working Conditions :			
Accident Hazards . . .	May get burns, due to heat, amputation of toe	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		269

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technician Grade II. **JOB NO. GTT-49**

2. Department : Instruments

3. **Brief outline of primary duties.*—Attends to repairs of Auto Control, boilers, motors, overhauling of spare parts of motor, minor repairs of instruments. Repairs of Pneumatic instruments hydraulic instruments.

4. Source of Supervision : Senior Foreman.

5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	S.S.C. with Technical subjects		
Training or Pre-employment experience.	..	Three	54
Experience	2 to 3 years	Four	88
Mental Skill :			
Judgement and Interpretation .	To a limited extent in attending repairs		
Variety	Variety of jobs	Two	20
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Mostly standing		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Of instruments, simple drawings	Five	35
Writing	Daily work report		
Memorising	Nil		
Alertness	While disconnecting and reconnecting instruments		
Closeness			
Eye-hand Co-ordination . .	While adjusting the instruments		
Responsibility for materials and/or Operation :			
Consequence of one defective action	May lead to damage to the delicate instruments	Three	15
Quality	Responsible to the extent of trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Precision tools	Four	20
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop, conditions subjected to excessive heat occasionally.	One	5
Working Conditions :			
Accident Hazards	Minor cuts	One	5
Occupational Hazards	Nil		
	TOTAL POINTS		273

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Junior Draftsman. **JOB NO. GTT-50**
2. Department : Drawing
3. **Brief outline of primary duties.*—Does tracing work occasionally makes drawings from sketches given by superiors. Makes some oil paintings and lettering.
4. Source of Supervision : Chief Draughtsmen.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	S.S.C.	Three	54
Training or Pre-employment experience.	Intermediate drawing Examination		
Experience	About two years	Three	66
Mental Skill :			
Judgement and Interpretation	Prepares routine drawings. Simple drawings from sketch	Four	40
Variety	Routine		
Plan and Control	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency	Mostly sitting and standing		
Mental and/or Visual Effort :			
Calculations	Nil	Four	28
Reading	Nil		
Writing	Daily work report		
Memorising	Nil		
Alertness Closeness	While preparing drawing		
Eye-hand Co-ordination	..		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in delay and in some cases redoing the work	Four	20
Quality	Trade skill		
Records	..		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Drawing instruments	Three	15
For Other's Work :			
Team Work	Works alone	One	8
Supervision	. .		
For Other's Safety : . . .	Nil	One	7
Working Conditions . . .	Average workshop conditions		
Disagreeableness . . .	Works under glare of light	Two	10
Working Conditions :			
Accident Hazards . . .	Nil		
Occupational Hazards . .	Gradual weakening of eye sight	Two	10
	TOTAL POINTS .		274

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technician Gr. II. **JOB NO. GTT-51**
2. Department : Turbine
3. **Brief outline of primary duties.*—Attending and maintaining pump—cooling water pumps—Heaters oil coolers-Dismantling and testing for leakage—Routine Check on equipments such as checking of oil levels on pumps and motor—attends breakdown jobs of minor nature.
4. Source of Supervision : Sr. Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Point
Skill :			
Education	Ability to read and write regional language and English		
Training or Pre-employment experience.	Trade certificate in Mechanical Engineering	Four	72
Experience	3 years	Four	88
Mental Skill :			
Judgement and Interpretation .	In repairing elec. pumps-As regards the material to be used.		
Variety	Handles variety of jobs.	Two	20
Plan and Control . . .	. .		
Initiative	No scope		
Effort—Physical effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Mostly standing-climbing-bending in awkward posture-occasionally.		
Mental and/or Visual Effort :			
Calculations	Simple additions and substraction	Two	14
Reading	. .		
Writing	. .		
Memorising	. .		
Alertness	. .		
Closeness	To some extent while fixing valve packing-lowering of casing etc.		
Eye-hand Co-ordination :			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to leakage if the gasket is not properly fixed	Three	15
Quality	Responsible to the extent of trade skill		
Records	. .		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Hand tools-bearing Puller	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop condition, occasionally subjected to excessive heat.	Three	15
Working Conditions :			
Accident Hazards	Deep cuts, Minor burns	Second	10
Occupational Hazards	Nil		
	TOTAL POINTS		275

APPENDIX I—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Artisan Grade 1 (Mason) **JOB NO. GTT-52**
2. Department : Boilers.
3. **Brief outline of primary duties.*—Works at time of boiler maintenance . Works on refractory lining of boilers superheaters, fixing glass wool and other works connected with insulating materials.
4. Source of Supervision : Senior Foreman
5. Supervisor's comments : Supervisor concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	Second	36
Training or Pre-employment experience.	Training in brick laying		
Experience	3 years	Four	88
Mental Skill :			
Judgement and Interpretation .	In doing lining work of boilers, fixing insulating materials.		
Variety	Routine but variety of jobs	Three	30
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	Light		
Posture and frequency . .	Mostly standing, bending in awkward posture	Four	32
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Reading of sketches	Two	14
Writing	Nil		
Memorising	Nil		
Alertness	While working on boilers		
Closeness	Nil		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Incorrect placement of refractory bricks may cause limited damage to boiler.	Four	20
Quality	To repairs done by him.		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Use of simple hand tools	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	Supervises one or two persons		
For Other's Safety	May result in minor injuries	Two	14
Working Conditions :			
Disagreeableness . . .	Works inside boilers, excessive heat and dusty conditions.	Four	20
Working Conditions :			
Accident Hazards . . .	May result in minor injuries	First	5
Occupational Hazards . .	..		
	TOTAL POINTS .		277

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Plant Operator Gr. II **JOB NO. GTT-53**
2. Department : Electrical Operations.
3. **Brief outline of primary duties*.—Checks the equipment on faults etc. takes charge in the shift, checks the transformer in the switchyard—Arranges line clear on instruction—Takes hourly readings—in control room writes log sheets Emergency maintenance work in Night shift.
4. Source of Supervision : Deputy Engineer
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	S.S.C.		
Training or Pre-employment experience.	Certificate Course in Electrical Engineering Training for one year.	Four	72
Experience	2 years	Three	66
Mental Skill :			
Judgement and Interpretation .	Not much scope		
Variety	Routine	Two	20
Plan and Control . . .	Nil		
Initiative	Takes steps to attend defects in the equipments		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Continuously walking standing		
Mental and/or Visual Effort :			
Calculations . . .	Simple arithmetic calculations	Four	28
Reading	Meters, Drawings occasionally		
Writing	Logsheets		
Memorising	Network diagram to a limited extent		
Alertness	Required in emergency and while arranging line clear		
Closeness			
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage of equipment	Three	15
Quality	Responsible for quality to the extent of trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Avo meter—Megger	Three	15
For Other's Work			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety . .	Nil	One	7
Working Conditions :			
Disagreeableness . . .	Average workshop conditions attends switch yard every hour.	Three	15
Working Conditions :			
Accident Hazards . . .	Low voltage shocks	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		277

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Diesel Loco Driver **JOB NO. GTT-54**
2. Department : Workshop.
3. **Brief outline of primary duties.*—Operates Diesel Locomotive used for shunting operations in coal and oil yard. Places wagons at assigned places to meet requirements of the department. Also drives tractor, bull-dozers when he does not operate Diesel Loco. Carries out routine checks on equipment used by him.
4. Source of Supervision : Workshop Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education . . .	Ability to read and write regional language		
Training or Pre-employment experience.	Heavy duty vehicle licence desirable	Two	36
Experience	3 years	Four	88
Mental Skill :			
Judgement and Interpretation .	Required when running locomotive for trial run	Three	30
Variety	Routine		
Plan and Control . . .	Nil		
Initiative	Not much scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency . .	Mostly sitting, occasionally standing		
Mental and/or Visual Effort :			
Calculations . . .	Nil	Three	21
Reading			
Writing	Instruments		
Memorising	Log book		
Alertness	. .		
Closeness	While driving the vehicle.		
Eye-hand Co-ordination . .	While negotiating curves etc.		
Responsibility for Materials and/or Operation:			
Consequence of one defective action.	May cause damage to limited extent	Three	15
Quality	Responsible for operating the equipment		
Records	Nil		

APPENDIX J—*(Contd.)*

Factor	Description	Degree	Points
For Tools and Equipment . .	Locomotive, Bull-Dozer	Six	30
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions . . .	Excessive heat, continuously dusty conditions, subjected to weather conditions.	Four	20
Disagreeableness			
Working Conditions :			
Accident Hazards . . .	May result in deep cuts, dislocation of joints etc.	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		278

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Plant Attendant Gr. I JOB NO. GTI-55
2. Department : Chemical Laboratory.
3. **Brief outline of primary duties*.—Takes samples of condensate and feed water every hour and does chemical analysis of the samples. Submits reports to shift Engineer every hour.
4. Source of Supervision : Chief Chemist/Shift Charge Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	S.S.C. with technical subjects	Three	54
Training or Pre-employment experience.	. .		
Experience	2 to 3 years	Four	88
Mental Skill :			
Judgement and Interpretation .	Limited to pointing out abnormalities of test results of chemical analysis.		
Variety	Routine job	Three	30
Plan and Control . . .	Nil		
Initiative	Nil		
Effort— Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . .	Continuously walking, climbing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Three	21
Reading	Conductivity meter		
Writing	Work report, log book		
Memorising	Tolerances allowed in chemical analysis		
Alertness			
Closeness	While taking samples, he has to open valves.		
Eye-hand Co-ordination . .	While testing samples		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Nil	Three	15
Quality	Responsible for test results		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Evaporator disc simple hand tools	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	One helper		
For Other's Safety	Nil	One	7
Working Conditions	Average workshop conditions subjected to excessive heat occasionally.	Three	15
Disagreeableness			
Working Conditions :			
Accident Hazards	May result in burns due to chemicals	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		279

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Plant Attendant Gr. I **JOB NO. GTT-56**
2. Department : Electrical
3. **Brief outline of primary duties.*—Attends defects in the electrical equipments of Power Station-Visits Switch yards for checking of transformer temperature, oil levels, trial runs of pump, checks up emergency lighting system. Generally remains present in Control Room and carries out operation as directed, takes readings, switches on and off circuit breakers as per instructions.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write English		
Training or Pre-employment experience.	II Class Wireman	Three	54
Experience . . .	2 to 3 years	Four	88
Mental Skill :			
Judgment and Interpretation .	In checking transformer temperature in giving supply		
Variety	Variety of jobs	Three	30
Plan and Control . . .	Nil		
Initiative	Not much scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Mostly standing, walking, occasionally sitting		
Mental and/or Visual Effort :			
Calculations	Simple arithmetic calculations		
Reading	Of Ammeter, volt meter	Three	21
Writing	Writing of log sheets		
Memorising	Nil		
Alertness	Required while working in Emergency		
Closeness	Nil		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May damage the equipment	Three	15
Quality	Responsible for quality to the extent of trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Simple hand tools	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	. .		
For Other's Safety . . .	Nil	One	7
Working Conditions . . .	Average workshop conditions	Three	15
Disagreeableness . . .	Mostly outdoor, work involves shift duties		
Working Conditions :			
Accident Hazards . . .	May get low voltage shocks	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		279

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Line Inspector **JOB NO. GTT-57**
2. Department : Sub-Stations/Distributions.
3. **Brief outline of primary duties.*—Erection and maintenance of L.T. & H.T. lines—attending faults, patrolling of overhead lines. Maintenance of sub-station equipments such as cleaning of contacts, checking mechanism, filtering of oil, maintenance of batteries etc.
4. Source of Supervision : Technical Assistant.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustrive.

Factor	Description	Degree	Points
Skill :		Second	36
Education . . .	Ability to read and write regional language		
Training or Pre-employment experience.	Second Class Wireman's Certificate		
Experience	5 to 6 years	Five	110
Mental Skill :		Third	30
Judgement and Interpretation .	In stringing of lines quick repairs to lines under fault conditions.		
Variety	Routine but variety of jobs		
Plan and Control . . .	In allocation of work to his gang		
Initiative	Required when he goes for line inspection		
Effort—Physical Effort :		Second	16
Resistance overcome and frequency	Light work		
Posture and frequency . .	Occasionally sitting but mostly standing, walking		
Mental and/or Visual Effort :		First	7
Calculations . . .	Nil		
Reading	Nil		
Writing	Line fault reports		
Memorising	Nil		
Alertness	Required when working on towers		
Closeness			
Eye-hand Co-ordination . .	Required when working on towers		
Responsibility for Materials and/or Operation :		Third	15
Consequence of one defective action	May cause interruption to power to some extent		
Quality	Such as fixing of insulators line stringing		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Has to exercise case in use of simple tools	Second	10
For Other's Work :			
Team Work	Team work	Two	16
Supervision	Supervises five to ten persons		
For Other's Safety	May cause injuries to the extent of deep burns, loss of limb.	Two	14
Working Conditions	Intermittently indoor and outdoor work involves		
Disagreeableness	Travelling	Two	10
Working Conditions :			
Accident Hazards	May sustian injuries to the extent of deep burns, fracture.		
Occupational Hazards	Nil	Third	15
	TOTAL POINTS		279

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technician Gr. II. **JOB NO. GTT-58**
2. Department : Electrical.
3. **Brief outline of primary duties*.—Maintenance of electrical equipment such as motors, of various H.P., water cooler, Air-conditioner plant-routine checks of oil levels, motors, changing of bearings.
4. Source of Supervision : Senior Foreman
5. Supervisor's comments : Concurs with the duties listed above.

***Duties listed above are illustrative and not exhaustive.**

Factors	Description	Degree	Points
Skill :			
Education	S.S.C. with Technical subjects	Three	54
Training or Pre-employment experience.			
Experience	2 to 3 years	Four	88
Mental Skill :			
Judgement and Interpretation .	While changing the bearing or overhauling of motors	Three	30
Variety	Variety of jobs		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work-intermittently handles medium weight .	Three	24
Posture and frequency . .	Mostly standing, walking, bending		
Mental and/or Visual Effort :			
Calculations	Simple arithmetic calculations	Third	21
Reading	Drawings		
Writing	Nil		
Memorising	Nil		
Alertness	While aligning the motors		
Closeness	Not required		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to motors	Three	15
Quality	Is responsible to the extent of trade-sk		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment.	Simple hand tools	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety :	Nil	One	7
Working Conditions Disagreeableness	Average workshop conditions subject to excessive heats, occasionaly.	Third	15
Working Conditions :			
Accident Hazards	Deep cuts, burns	Two	10
Occupational Hazards	Nil		
	TOTAL POINTS		282

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-59

1. Job Designation : Erection Foreman
2. Departmen: : Sub Station.
3. **Brief outline of primary duties.*—Works on erection of sub-stations such as installation of circuit breakers, transformers, internal wiring for switchgears, erection of outdoor structures in switch yard, erection of transmission towers etc.
4. Source of Supervision : Executive Engineer (Construction).
5. Supervisor's comments : Concurs the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors . . .	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language and English to some extent.	Two	36
Training or Pre-employment experience.	. .		
Experience	About three years	Four	88
Mental Skill :			
Judgement and Interpretation .	In aligning circuit breakers, placing transformers on foundation.		
Variety	Variety of jobs	Three	30
Plan and Control . . .	Allocates & checks the work of his staff		
Initiative	In completing erection as per schedule		
Effort—Physical effort :			
Resistance overcome and frequency	Occasional handling of medium weight	Two	16
Posture and frequency . .	Continuously standing, bending in awkward position		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations		
Reading	Drawing	Four	28
Writing	. .		
Memorising	. .		
Alertness . . . . . Closeness	In erection of Switchgear		
Eye-hand Co-ordination . .	In erecting transformer		
Responsibility for Materials and / or Operation :			
Consequence of one defective action.	Improper action may lead to damage of equipments	Three	15
Quality	Responsible for quality of work, final inspection will be done.		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment.	Simple hand tools	Two	10
For Other's Work :			
Team work	Team Work	Four	32
Supervision	Supervises the work of about 30 persons		
For Other's Safety	Not responsible for others safety	One	7
Working Conditions :			
Disagreeableness	Mostly outdoor work subjected to weather conditions.	Three	15
Working Conditions :			
Accident Hazards	Deep cuts sprains	Two	10
Occupational Hazards	Nil		
	TOTAL POINTS		287

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-60

1. Job Designation : Technician Gr. II.
2. Department : Boiler.
3. **Brief outline of Primary duties.*—Attends the defects of safety valve, boiler pump, boiler feed pump, Air compressor, I.D. & F.D. fans as reported by Shift Change Engineer. Overhauling of boiler, routine check of compressor, pumps, and other auxiliary of boilers.
4. Source of Supervision : Sr. Foreman/Sr. Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English and regional language	One	18
Training or Pre-employment experience.	Nil		
Experience	3 years	Four	88
Mental Skill :			
Judgement and Interpretation	While attending repairs of boiler	Three	30
Variety	Handles variety of jobs		
Plan and Control	Plans & allocates etc. work of 4 to 5 employees		
Initiative	Uses initiative in carrying out alignment adjusting clearance leakages of valve joints.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Three	24
Posture and frequency	Mostly standing, spuatting bending walking		
Mental and/or Visual Effort :			
Calculations	Simple arithmetic calculations	Three	21
Reading	Reads precision instruments		
Writing	Weekly reports of oil checking		
Memorising	Nil		
Alertness	Required while attending defects		
Closeness	In aligning pump shafts etc.		
Eye-hand Co-ordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Worng alignments may damage equipments	Four	20
Quality	Responsible for quality of work		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment. . .	Uses Micrometers, spanners Vernier	Three	15
For Other's Work			
Team work	Works alone with helpers	Two	16
Supervision	Supervises etc. work of 3 to 4 persons		
For Other's Safety	Non vigilance may lead to accidents ranging from minor cuts to fracture.	Three	21
Working Conditions . . . Disagreeableness	Average workshop conditions subject to heat dust, oil	Four	20
Working Conditions :			
Accident Hazards . . .	May result in deep cuts, intense burns	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		288

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Plant Operator Gr. II **JOB NO. GTT-61**
2. Department : Boiler (Operation)
3. **Brief outline of primary duties.*—Work allotted on two boilers. starting and stopping of Boiler auxiliaries such as feed pumps. I.D. & F.D. fans, operates heavy duty valves on boilers as required, takes reading on boiler floors, checks flame on boilers.
4. Source of Supervision : Deputy Engineer (Operation)
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language as well as English.	Three	54
Training or Pre-employment experience.	..		
Experience	About 4 years	Four	88
Mental Skill :			
Judgement and Interpretation	Operation and closing of valves in case of emergency operation. Interprets readings to some extent and reports to higher authorities.	Three	30
Variety	Routine		
Plan and Control	Nil		
Initiative	Not much scope		
Effort—Physical effort :			
Resistance overcome and frequency	Operates heavy duty, valves occasionally		
Posture and frequency	Mostly standing, walking, climbing	Two	16
Mental and/or Visual Effort :			
Calculcation	Simple arithmetical calculations		
Reading	Pressure gauges, flow meters		
Writing	Log book		
Memorising	Location of valves, steam & oil pipes		
Alertness	While operating valves, steam & oil pipes		
Closeness	Pressure gauge, flow meters	Three	21
Eye-hand Co-ordination	While opening valves, observing pressure gauges		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Damage to limited extent	Three	15
Quality	To the extent of tradeskill		
Records	Nil		

APPENDIX J—(Contd.)

Factors	Description	Degree	Points
or Tools and Equipment	Simple hand tools	Two	10
or Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
or Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop condition Extensive heat continuously.	Five	25
Working Conditions :			
Accident Hazards	May result in intense burn fracture due to fall	Three	15
Occupational Hazards	May result in gradual weekning of eye sight		
	Total Points		289

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Heavy Duty Vehicle Driver. (Bull Dozer) **JOB NO. GTT-62**
2. Department : Workshop.
3. **Brief outline of primary duties.*—Operates bulldozer machine for levelling of earth or pushing coal and dumping in proper place as required. Routine machine check up is done by him.
4. Source of Supervision : Workshop Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write the regional language		
Training or Pre-employment experience.	Heavy duty vechile License Essential	Two	36
Experience	3 to 4 years	Four	88
Mental Skill :		Three	30
Judgement and Interpretation	In operating bulldozer to level the earth, coal		
Variety	Routine		
Plan and Control	Nil		
Initiative	Not much scope		
Effort—Physical Effort :		One	8
Resistance overcome and frequency	Light		
Posture and frequency	Mostly sitting, standing and walking occasional		
Mental and/or Visual Effort :		Three	21
Calculations	Nil		
Reading	Oil and pressure gauges		
Writing	Log books		
Memorising	Nil		
Alertness	While driving vehicle		
Closeness			
Eye-hand Cordination	While negotiating curves, moving bulldozer in awkward position.		
Responsibility for Materials and/or Operation :		Three	15
Consequence of one defective action.	May result in accidents		
Quality	Responsible for proper operation of vehicle		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Operators H.V. duty bull dozer and care required in its operation.	Five	25
For Other's Work :			
Team work	Works alone		
Supervision	Nil	One	8
For Other's Safety	May cause injury to pedestrians or persons working in the vicinity. May lead to fractures and amputation of limb.	Four	28
Working Conditions . . .	Mostly outdoor, subjected to weather conditions- Noise and dusty conditions.	Four	20
Disagreeableness . . .			
Working Conditions :			
Accident Hazards . . .	May result in fracture and prove fatal in some cases	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		294

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-63

1. Job Designation : Meter Tester.
2. Department : Operation and Maintenance (Laboratory).
3. **Brief outline of primary duties.*—Testing, calibrating, single and polyphase meters, tri-vector meters (old and new meters). Single phase-10 polyphase-4 Trivector meter one meter in four days. Maintains history card o meters. Testing of current and potential transformers. Relays occassionally.
4. Source of Supervision : Technical Assistant/Deputy Engineer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Point
Skill :			
Education	Ability to read and write regional language and English to some extent.		
Training or Pre-employment experience.	Second Class wireman's permit	Second	3
Experience	About four years	Fourth	88
Mental Skill :			
Judgement and Interpretation	In testing of meters, Relays and calibrating meters		
Variety	Routine job	Fourth	40
Plan and Control	Nil		
Initiative	Nil		
Effort—Physical Efforts :			
Resistance overcome and frequency	Light	First	8
Posture and frequency	Mostly sitting and occasionally walking and standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations		
Reading	Drawings, connection diagram	Fourth	2
Writing	History cards		
Memorising	To some extent		
Alertness	While testing meters.		
Closeness	While calibrating meters and at the time of adjustment		
Eye-hand Co-ordination	In calibrating meters and use of stop watch		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Incorrect calibration may result in loss of revenue	Fifth	
Quality	For tested meters		
Records	History cards		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Point
For Tools and Equipment : . .	Ammeter, volt meter, substandard meters	Third	15
For Other's work :			
Team work	Works alone	First	8
Supervision	Nil		
For Other's safety	Nil	First	7
Working Conditions . . .	Average workshop conditions Outdoor work occasionally.	Third	15
Disagreeableness			
Working Conditions :			
Accident Hazards . . .	Can get shocks of low voltage resulting in burns and fatal sometimes.	Fifth	25
Occupational Hazards . .	May result in weakening of eye sight		
	TOTAL POINTS .		295

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Meter Inspector. **JOB NO. GTT-64**
2. Department : Operation & Maintenance.
3. *Brief outline of primary duties.—Goes for inspection of meters on site as per instructions. Calibrates the meter at site if possible. Testing of single and polyphase meters, tri-vector meters.
4. Source of Supervision : Technical Asst./Deputy Engineer.
5. Supervisor's comment : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language and English to some extent.		
Training or Pre-employment experience.	Second class Wireman's permit.	Second	36
Experience	3 to 4 years	Fourth	88
Mental Skill :			
Judgement and Interpretation .	In testing meters, relays and calibration of meters	Fourth	40
Variety	Routine job		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	First	8
Posture and frequency . .	Mostly sitting and occasionally walking and standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations		
Reading	Drawings, connection diagrams	Fourth	28
Writing	History cards		
Memorising	To some extent		
Alertness	While testing meters.		
Closeness	While testing meters and at the time of adjustments		
Eye-hand Co-ordination . .	In calibrating meters and use of stop watch		
Responsibility for Mateirals and/or Operation :			
Consequence of one defective action.	Incorrect calibration may result in loss or revenue	Fifth	25
Quality	For tested meters		
Records	History cards		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Ammeter, volt meter, sub-standard meters	Third	15
For Other's Work :			
Team work	Works alone	First	8
Supervision	Nil		
For Other's Safety	Nil	First	7
Working Conditions	Average wrokshop condition		
Disagreeableness	Outdoor work involves travelling also	Third	15
Working Conditions :			
Accident Hazards	Can get shocks of low voltage resulting in burns and fatal sometimes.	Fifth	25
Occupational Hazards	May result in weakening of eye sight		
	Total Points		295

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-65

1. Job Designation : Machinist Gr. II. (Shaper)
2. Department : Workshop.
3. **Brief outline of primary duties.*—Operates shaping machine for surfacing, slotting.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and writing regional language	Two	36
Training or Pre-employment experience.	..		
Experience	5 years	Five	110
Mental Skill :			
Judgement and Interpretation	In sufracing in adjusting took angle levelling of job	Four	40
Variety	Routine job		
Plan and Control	Nil		
Initiative	In selecting fixtures		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency	Continuously standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetic calculations	Four	28
Reading	Drawings sketches		
Writing	Nil		
Memorising	Nil		
Alertness	Required while operating shaping machine		
Closeness			
Eye-hand Co-ordination	Necessary as he handles precision jobs		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage of components	Three	15
Quality	Responsible to the extent of trade skill—final inspection by Foreman.		
Records	..		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . . .	Shaping and milling machine	Four	20
For Other's Work :			
Team work	Works alone		
Supervision	Nil	One	8
For Other's safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop condition Noise has distraction in his job.	Two	10
Working Conditions :			
Accident Hazards	Crushing of fingers	One	5
Occupational Hazards . . .	. .		
	TOTAL POINTS .		295

GUJARAT ELECTRICITY BOARD—(*Contd.*).

1. Job Designation : Machinist—Gr. I. (Turner). **JOB NO. GTT-66.**
2. Department : Workshop.
3. **Brief outline of primary duties.*—Operates the lathe—Machining of components such as pump-bushings, housing operates heavy duty and precision lathes—Machining of mild steel, stainless steel, brass; Prepares bolts and nuts—Maintenance of lathe-routine check.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comment : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English	Two	36
Training or Pre-employment experience.	. .		
Experience	5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	In fixing the job on the lathe and in machining the components as per sample or drawing.	Four	40
Variety	Variety of jobs of routine nature		
Plan and Control . . .	Nil		
Initiative	In selecting proper tools and fixtures for machinery		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Continuously standing, walking occasionally		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations		
Reading	Of drawings of simple nature		
Writing	Nil	Four	28
Memorising	Nil		
Alertness	While making the tools		
Closeness			
Eye-hand co-ordination . .	While turning has to keep watch on the tool and the job.		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage to a limited extent		
Quality	Responsible for quality to the extent of trade skill. There is a stage of final inspection.	Three	15
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
or Tools and Equipment . .	Micrometers—Dial Guage. Footrule usage of Lathe of heavy and precision type.	Four	20
or Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
or Other's safety	Nil	One	7
Vorking Conditions :			
Disagreeableness . . .	Average workshop conditions noise acts as distractor	Two	10
Vorking Conditions :			
Accident Hazards . . .	Minor cuts-in the eye Particle	One	5
Occupational Hazards . .	Nil		
	TOTAL POINTS .		295

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Machinist Grade II. **JOB NO. GTT-67**
2. Department : Workshop.
3. **Brief outline of primary duties.*—Operates heavy, duly and precision lathes, for machining the components, occasionally door fitting work.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	Two	36
Training or Pre-employment experience.	. .		
Experience	5 years	Five	110
Mental Skill	Required in machining of component		
Judgement and Interpretation .			
Variety	Variety of jobs of routine nature	Four	40
Plan and Control . . .	Nil		
Initiative	Speedy execution of work		
Effort—Physical effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Continuously standing, walking		
Mental and/or Visual effort :			
Calculations	Arithmetic calculation of simple nature		
Reading	Drawings		
Writing	Nil		
Memorising	Nil	Four	28
Alertness	Required in machining the components		
Closeness			
Eye-hand Coordination . .	In operating lathe		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage to the components	Three	15
Quality	Responsible to the extent of trade-still-final inspection by foreman.		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Micrometers, Lathe	Four	20
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop conditions Noisy surroundings	Two	10
Working Conditions :			
Accident Hazards	Minor cuts foreign particles in the eye		
Occupational Hazards	Nil	One	5
	TOTAL POINTS		295

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-68.

1. Job Designation : Senior M.T. Mechanic.
2. Department : Workshop.
3. **Brief outline of primary duties.*—Repairing of Petrol and Diesel engines of Vehicles as well as Bulldozers Diesel engines of 175 H.P. Repairs are limited to checking of different parts such as Valves, ignition system, tuning up the vehicle, Major jobs such as crank shaft grinding, fuel pump testing are not handled in workshop. Trial run of Vehicles after repairs are completed.
4. Source of Supervision : Workshop Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	S.S.C.	Four	72
Training or Pre-employment experience.	Certificate course in Automobile.		
Experience	2 years	Three	66
Mental Skill :			
Judgement and Interpretation .	In attending repairs to engines		
Variety	Variety of jobs	Four	40
Plan and Control . . .	Checks the work of his staff in speedily executing repairs.		
Initiative	. .		
Effort—Physical effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Mostly standing, occasionally sitting and bending		
Mental and/or Visual Effort :			
Calculations	Simple additions and subtractions	Three	21
Reading	Drawings of simple nature		
Writing	Nil		
Memorising	Sequence of engine firing		
Alertness	While doing repairs to heavy duty engines		
Closeness			
Eye-hand Coordination . .	While carrying out fine adjustments on engines		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in improper working of vehicle and consequent damage.	Four	20
Quality	Responsible fully for quality of repairs		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Use of micrometer and other simple handle tools	Three	15
For Other's Work :			
Team work	Team work	Second	16
Supervision	Supervises about 3 to 4 persons		
For Other's Safety	Minor injuries such as cuts	Two	14
Working Conditions	Average workshop conditions		
Disagreeableness	Dirty work with oil grease	Two	10
Working Conditions :			
Accident Hazards	Minor cuts, bruises	One	5
Occupational Hazards	Nil		
	TOTAL POINTS		295

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-69.

1. Job Designation : Senior Electrician (Winder).
2. Department : Electrical.
3. **Brief outline of primary duties.*—Winding of motors from Fractional to 100 H.P.—overhauling of motors, starters, testing, run of motors, testing of oil in transformers.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English	Four	72
Training or Pre-employment experience.	1st Class Supervisor		
Experience	3 years experience	Four	88
Mental Skill :			
Judgement and Interpretation .	In winding and placing of coils		
Variety	Routine	Three	30
Plan and Control . . .	Nil		
Initiative	No scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Three	24
Posture and frequency . .	Mostly sitting in awkward posture		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations of simple nature		
Reading	Reads diagrams		
Writing	Writes register of motors wound	Three	21
Memorising	Winding connections and winding layout		
Alertness	Nil		
Closeness	While winding		
Eye-hand Co-ordination . .	While winding		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to burning of motors	Five	25
Quality	Responsible for the quality to the extent of trade skill		
Records	Register of winding—Test Results		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Simple hand tools	Two	10
For Other's work : Team work . . . . . Supervision	 Works alone Nil	One	8
For Other's Safety	Nil	One	7
Working Conditions : . . Disagreeableness	Average workshop conditions Mostly sitting in awkward posture	One	5
Working Conditions : Accident Hazards . . . . Occupational Hazards . .	 Minor cuts and bruises . .	One	5
	TOTAL POINTS .		295

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Welder (Spl. Grade). **JOB NO. GTT-70.**
2. Department : Workshop.
3. **Brief outline of primary duties.*—Electric welding , gas cutting, operates the welding machine H.P. work involves welding of boiler tubes and underwater cutting of pipes.
4. Source of Supervision : Sr. Foreman (Workshop).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	Three	54
Training or Pre-employment experience.	Special training in H.P. welding		
Experience	2 years	Three	66
Mental Skill :			
Judgement and Interpretation .	In selecting electrodes for welding		
Variety	Variety of jobs of routine nature	Three	30
Plan and Control . . .	Nil		
Initiative	In executing the work according to the Schedule		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Four	32
Posture and frequency . .	Alternatively sitting, standing, bending in awkward posture.		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Reads ammeter	Four	28
Writing	Nil		
Memorising	Nil		
Alertness	Required in carrying out H.P. Welding		
Eye-hand Co-ordination . .	In welding		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to bursting of pipes	Three	15
Quality	Responsible to the extent of trade-skill final inspection by X-Ray film.		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Responsible for welding machine protection equipment.	Four	20
For Other's Work :			
Team work	Works alone		
Supervision	Nil	One	8
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop conditions. Noise and glare and excessive heat continuously.	Five	25
Working Conditions :			
Accident Hazards	Minor burns	Two	10
Occupational Hazards	Gradual weaking of eye sight	..	..
	TOTAL POINTS		295

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Crane Operator-cum-Technician. **JOB NO. GTT-71**
2. Department : Electrical.
3. **Brief outline of primary duties.*—Operating electrical crane (120 tonnes) and loads and unloads heavy material as per direction. Locks after maintenance of electrical crane such as oiling, greasing, electrical aspect also.
4. Source of Supervision : Sr. Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language	One	18
Training or Pre-employment experience.	..		
Experience	5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	Requires in lifting the heavy materials and placing them at proper place.	Four	40
Variety	Routine		
Plan and Control . . .	Nil		
Initiative	To unload the material safely		
Effort—Physical Effort :			
Resistance overcome and frequency	Light while apply brakes he has to exert	Two	16
Posture and frequency . .	Mostly standing occasionally sitting		
Mental and/or Visual Effort :			
Calculations	Nil	Three	21
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	In lifting and unloading materials		
Closeness			
Eye-hand Co-ordination . .	In lifting and unloading materials		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper handling of material may lead to loss	Three	15
Quality	Responsibility for quality to the extent of trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Simple hand tools	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Responsible for the safety on people on shop floor-Error of judgement may lead to fatal accident or cuts.	Five	35
Working Conditions :			
Disagreeableness	Average workshop condition	Two	10
Working Conditions :			
Accident Hazards	May lead to fracture, loss of limbs	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		298

GUJARAT ELECTRICITY BOARD—(Contd.)

1. Job Designation : Technician Grade I. **JOB NO. GTT-72.**
2. Department : Instruments.
3. **Brief outline of primary duties.*—Attends faults in case of instruments mostly Pnumatic such as pressure gauges, flow meters, manometers, Ammeters, P.F. meters, Thermometers etc. Preventive maintenance of all the above types of instruments.
4. Source of Supervision : Senior Foreman/Deputy Engineer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English	Four	72
Training or Pre-employment experience.	Trade certificate in instrument Mechanic		
Experience	3 years experience	Four	88
Mental Skill :			
Interpretation	In adjusting pressure switches manometers etc.	Three	30
Variety	Variety of jobs		
Plan and Control	Nil		
Initiative	In repairing instruments in case of stoppage		
Effort—Physical Effort :			
Resistance overcome and frequency	Light		
Posture and frequency	Mostly sitting, occasionally standing, walking	First	8
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Five	35
Reading	..		
Writing	..		
Memorising	..		
Alertness	While doing adjustment to precision instruments		
Closeness			
Eye-hand Co-ordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Incorrect adjustments may result in wrong indication	Three	15
Quality	For repairs done		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Handle manometers pressure gauges, flow meters with simple tools.	Four	20
For Other's Work :			
Team work	Works alone	First	8
Supervision . . .	Nil		
For Other's Safety	Nil	First	7
Working Conditions : . . .	Average workshop conditions. (Air conditioned)		
Disagreeableness . . .	Outdoor to limited extent	First	5
Working Conditions :			
Accident Hazards . . .	May result in minor cuts		
Occupational Hazards . .	May result in weakening of eye sight	Second	10
	TOTAL POINTS .		298

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-73

1. Job Designation : Assistant Chemist.
2. Department : Chemical Laboratory.
3. **Brief outline of primary duties.*—Chemical analysis of condensers, and feed water. Taking sample of above as per requirement. Testing of oil samples for density, Viscocity, and calorific value, preparation of standard solution for daily usage. Handles chemicals such as acid, caustic soda and laboratory instruments of Fragile nature. General supervision of water treatment plant and controls hardness of water.
4. Source of Supervision : Chief Chemist.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Degree in Science (Chemistry)	Five	90
Training or Pre-employment experience.	. .		
Experience	About six months or upto one year	Third	66
Mental Skill :			
Judgement and Interpretation .	In preparing solution and analysis of oil and treated water.	Third	30
Variety	Routine work		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . .	Mostly standing, sitting occasionally		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations of somewhat difficult nature.		
Reading	Charts instruments	Four	28
Writing	Daily and monthly report		
Memorising	. .		
Alertness . . . . Closeness	Has to be alert while handling acid, amonia		
Eye-hand Co-ordination . .	While carrying out chemical analysis		
Responsibility for Materials and/or Operation :			
Consequence of one defective action	May result in damage to limited extent	Three	15
Quality	For tests carried out		
Records	Test results		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Delicate balance and fragile laboratory instruments (glass) such as buratte, pipette etc.	Four	20
For Other's Work :			
Team work	Works alone		
Supervision	Nil	One	8
For Other's safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop conditions subjected to acid fumes, gases etc.	One	5
Working Conditions :			
Accident Hazards	May result in burns due to acid		
Occupational Hazards	Nil	Three	15
		TOTAL POINTS	300

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Electrician **JOB NO. GTT-74.**
2. Department : Electrical.
3. **Brief outline of primary duties*.—Checks oil levels of transformers and circuit breakers. Silica gel changing. Changing of transformer oil, filtering of oil, cleaning of insulators in Switch Yard. Overhauling of circuit breakers, motor starters under directions, erection of poles, towers and L.T. Line maintenance in colony.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write Regional language and English to some extent.	Four	72
Training or Pre-employment experience.	Supervisors competency certificate		
Experience	3 years	Four	88
Mental Skill :			
Judgement and Interpretation .	In fixing insulators etc.	Second	20
Variety	Variety of jobs		
Plan and Control . . .	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	Light Intermittently handles medium weight	Three	24
Posture and frequency . .	Mostly standing, walking, climbing of towers.		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Four	28
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	While testing contactors etc.		
Closeness			
Eye-hand Co-ordination . .	While working on towers		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to equipments	Three	15
Quality	Responsible for quality of work done		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment :	Simple hand tools	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's safety	Nil	One	7
Working Conditions	Average workshop conditions. Mostly outdoor works on job of filtering of oil.	Three	15
Disagreeableness	..		
Working Conditions :			
Accident Hazards	May result in deep burns fracture of limb etc.	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		302

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technician Gr. I. **JOB NO. GTT-75.**
2. Department : Turbine.
3. **Brief outline of primary duties.*—Attends to defects of pipe lines, such as cracks, fixing of gaskets, attending leakages of pump—Dismantling and refixing of pump after attending the defects. Scrapping of bearings, overhauling of turbine, cleaning of turbine blade, adjusting blades for proper clearance, checking of condenser tube, inserting and expanding the tubes.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language and English		
Training or Pre-employment experience.	Trade certificate in Mechanical Engineering	Four	72
Experience	3 years	Four	88
Mental Skill :			
Judgement and Interpretation .	Has to use judgement while checking alignment and refixing the various parts after attending the defects	Three	30
Variety	Handles variety of jobs		
Plan and Control . . .	. .		
Initiative	No scope		
Effort—Physical effort :			
Resistance overcome and frequency	Light work, Occasionally handles medium weight	Two	16
Posture and frequency . .	Mostly standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetic calculation		
Reading	Simple drawing		
Writing	Nil		
Memorising			
Alertness	. .		
Closeness	Required while unloading casing. While checking alignments adjusting clearness of blades.	Three	21
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in minor damages	Three	15
Quality	Responsible to the extent of trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Micrometer, bearing puller	Three	15
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop condition. Subjected to excessive heat occasionally.	Three	15
Working Conditions :			
Accident Hazards	May lead to deep cuts, burns	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		302

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*) JOB. NO. GTT-76.

1. Job Designation : Senior Draftsmen.
2. Department : Drawing Office.
3. **Brief outline of primary duties.*—Prepares drawings of sub-stations, power station structure, also prepared job drawings from samples received. Drawings prepared may be of complex nature.
4. Source of Supervision : Chief Draughtsman.
5. Supervisor's Comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	S.S.C.		
Training or Pre-employment experience.	Intermediate drawing examination	Third	54
Experience	About three years	Four	88
Mental Skill :			
Judgement and Interpretation .	In selecting correct materials and guiding the Junior Draughtsman. Preparing job drawings.	Four	40
Variety	Routine		
Plan and Control . . .	Checking the work of draughtsman		
Initiative	In speedy preparation of drawings		
Effort—Physical effort :			
Resistance Overcome and frequency	Light	Two	16
Posture and frequency . .	Mostly sitting and standing		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil		
Writing	Nil		
Memorising	Nil	Four	28
Alertness	While preparing complex drawings		
Eye-hand Co-ordination . .			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to delay and rework	Four	20
Quality	Trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Drawing instruments	Three	15
For Others' Work :			
Team work	Works alone		
Supervision	About three Draughtsmen	Second	16
For Other's Safety	Nil	One	7
Working Conditions . . .	Average workshop conditions		
Disagreeableness . . .	Works under glare of light	Two	10
Working Conditions :			
Accident Hazards . .	Nil		
Occupational Hazards . .	Gradual weakening of eye sight	Second	10
	TOTAL POINTS .		304

GUJARAT ELECTRICITY BOARD—(Contd.)

1. Job Designation : Sr. Mechanic. **JOB. NO. GTT-77.**
2. Department : Turbine Section.
3. **Brief outline of primary duties*.—Works on turbine overhauling such as rebladings of turbines, condenser tube cleaning, aligning of pump motors, turbine size 15 MW.
4. Source of Supervision : Chargeman/Tech. Assistant.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language and English to some extent.	Four	72
Training or Pre-employment experience.	Certificate course in Mech. Engineering or trade experience of 5 years.		
Experience	4 years	Four	88
Mental Skill :			
Judgement and Interpretation	In aligning of pumps, adjustment of blade clearance	Four	40
Variety	Variety of jobs		
Plan and Control	Allocates the work of his gang.		
Initiative	Limited to observing deviation		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Three	24
Posture and frequency	Mostly standing, walking and bending		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Three	21
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness Closeness	While putting turbine casing		
Eye-hand Co-ordination	While adjusting blade clearance alignment		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in damage to limited extent.		
Quality	Responsibility limited to trade skill	Three	15
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Micrometer, Vernier feeler gauge	Three	15
For Others' Work :			
Team work	Team work	Two	16
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions : Disagreeableness . . .	Average workshop conditions subjected to excessive heat occasionally.	One	5
Working Conditions :			
Accident Hazards . . .	Minor injuries such as cuts	One	5
Occupational Hazards . .	Nil		
	TOTAL POINTS .		308

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technician Grade I. **JOB NO. GTT-78.**
2. Department : Boiler.
3. **Brief outline of primary duties.*—Maintenance of Boiler and its auxiliaries such as pumps, air compressers, I.D. & F.D. fans, oil and steam pipe line valves. Air preheater and oil pump etc.
4. Source of Supervision : Senior Foreman/Sr. Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language and English to some extent.	One	18
Training or Pre-employment experience.			
Experience	Above five years	Five	110
Mental Skill :			
Judgement and Interpretation	In repairing leaky valves, alignment of pumps etc.		
Variety	Variety of jobs	Third	30
Plan and Control	Nil		
Initiative	In attending work connected with steam lines		
Effort—Physical effort :			
Resistance overcome and frequency	Light Intermittently handles medium weight.		
Posture and frequency	Mostly standing, bending in awkward posture	Three	24
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations		
Reading	Blue prints of simple nature		
Writing	Nil		
Memorising	Nil	Three	21
Alertness	While working in boiler drum		
Closeness			
Eye-hand Co-ordination	..		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Defective action may cause damage to equipments	Four	20
Quality	For work done by him on equipments		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Micrometer, dial gauge	Three	15
Forthers' Work :			
TOm work	Works alone		–
Supeaervision	Supervises one or two persons	Second	16
For Other's Safety	May result in injuries of nature of fracture	Three	21
Working Conditions :			
Disagreeableness	Workshop conditions, excessive heat and dusty conditions.	Four	20
Working Conditions :			
Accident Hazards	May result in intense burns, deep cuts	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		310

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Cable Jointer Gr. I. **JOB NO. GTT-79**
2. Department : Electrical.
3. **Brief outline of primary duties.*—Jointing of Paper Insulated cables upto 11Kv. Makes cable boxes for transformers. P.V.C. jointing to some extent.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language		
Training or Pre-employment experience.	Some training in cable jointing	Three	54
Experience	Upto one year	Three	66
Mental Skill :			
Judgement and Interpretation .	In deciding location of position of joint, in soldering of cores.		
Variety	Routine but variety of jobs	Four	40
Plan and Control . . .	Allocate work to his helpers		
Initiative	Not much scope		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Four	32
Posture and frequency . .	Mostly sitting in awkward position/posture		
Mental and/or Visual Effort :			
Calculations	Simple additions & substractions		
Reading	Thermometer		
Writing	. .		
Memorising	Nil		
Alertness	While soldering and plumbing	Four	28
Closeness			
Eye-hand Co-ordination . .	In doing jointing operation		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper jointing may result in failure of joints	Three	15
Quality	Responsibility limited to trade skill		
Records	Nil		

Factors	Description	Degree	Points
For Tools and Equipment . .	Simple hand tools	Two	10
For Other's Work :			
Team work	Team work	Two	16
Supervision	Nil		
For Other's Safety	May result in burns due to spilling of solder, plumbing metal.	Three	21
Working Conditions :			
Disagreeableness . . .	Mostly outdoor subjected to weather conditions	Three	15
Working Conditions :			
Accident Hazards . . .	May get burns	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		312

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Technician. **JOB NO. GTT-80**
2. Department : Turbines.
3. **Brief outline of primary duties.*—Maintenance work of C.W. pumps, other auxiliary pumps and turbines and its auxiliaries and other special jobs such as alignment of pumps, fixing of bearings etc. Attends to breakdown jobs in case of emergency.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write English	Four	72
Training or Pre-employment experience.	Certificate course in Mechanical Engineering		
Experience	Three years experience	Four	88
Mental Skill :			
Judgement and Interpretation	In case of alignment of pumps checking clearances of bearings etc.		
Variety	Variety of Jobs	Three	30
Plan and Control	Allocates the work to his gang in fixing up some valves in case of emergency.		
Initiative	..		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency	Mostly standing, walking, bending		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations		
Reading	Sketches, drawings	Four	28
Writing	Nil		
Memorising	Nil		
Alertness	While lowering heavy weights in case of adjustment of blades.		
Closeness			
Eye-hand Co-ordination	While lowering weights with the help of cranes.		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May damage equipments to some extent	Three	15
Quality	Responsibility for quality of small jobs		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Micrometer, Vernier and other precision instruments	Three	15
For Other's Work :			
Team work	Team work	Two	16
Supervision	Not much		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop conditions—Excessive heat on some occasions.	Three	15
Working Conditions :			
Accident Hazards	May result in deep burns, fracture etc.	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		317

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Plant Operator Gr. I (Electrician) **JOB NO. GTT-81**
2. Department : Power Station Operation.
3. **Brief outline of primary duties.*—Takes hourly readings on generators and feeders every hour during the shifts. Readings on transformers situated in switch yard are also taken by him. Switches ON & OFF circuit breakers as directed by Deputy Engineer during line clear work. Operates Governor motor to increase or decrease the load.
4. Source of Supervision : Deputy Engineer (Electrical).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English	Four	72
Training or Pre-employment experience.	First class supervisors (Electrician) certificate		
Experience	5 years	Five	110
Mental Skill :			
Judgement and Interpretation	At the time of raking circuit breakers. Interpretes readings of transformers generators.		
Variety	Routine		
Plan and Control	Nil	Four	40
Initiative	In pointing out abnormalities		
Effort—Physical effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency	Alternatively sitting, standing, walking		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Four	28
Reading	Instruments, Network diagram logsheets. Network diagram to some extent.		
Writing			
Memorising	While switching ON & OFF circuit breakers		
Alertness	Nil		
Closeness			
Eye-hand Co-ordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in damage to equipments	Three	15
Quality	Limited to trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Simple hand tool	Two	10
For Other's Work :			
Team work	Works alone	One	8
Supervision	Negligible		
For Other's Safety	Negligible	One	7
Working Conditions :			
Disagreeableness	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards	Amputation of fingers may result in burns due to electric shocks.		
Occupational Hazards	Nil	Three	15
	TOTAL POINTS		318

GUJARAT ELECTRICITY BOARD (*Contd.*)

JOB NO. GTT-82

1. Job Designation : Sr. Technician.
2. Department : Workshop.
3. **Brief outline of primary duties.*—Mostly attends to fitting work in the workshop-allocates the work to Technicians—Gr. I & II when in shift-Assists the Sr. Foreman in day to day work.
4. Source of Supervision : Sr. Foreman (workshop).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	S.S.C.		
Training or Pre-employment experience.	Must possess a trade certificate from I.T.I.	Four	72
Experience	About 3 years	Fourth	88
Mental Skill :			
Judgement and Interpretation .	In fitting the components as per drawing	Third	30
Variety	Variety of jobs		
Plan and Control . . .	Allocates the work to Technicians Artisans		
Initiative	In carrying out work as per time Schedule		
Effort—Physical effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Mostly standing, walking		
Mental and/or Visual Effort :			
Calculations	Simple arithmetic calculations	Four	28
Reading	Drawings of simple nature		
Writing	Daily report		
Memorising	Nil		
Alertness	While fixing components		
Closeness	Alignment of components while doing turning job		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage to limited extent	Three	15
Quality	Responsible to the extent of trade-skill, there is a stage of final inspection.		
Records	Records of work carried out		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Simple head tools, micrometers	Three	15
or Others' Work : Team work . . . . . Supervision	 Team work occasionally, mostly works alone Supervises the work of 13 tradesman	Three	24
or Other's Safety	Deep cuts, amputation of toes	Three	21
orking Conditions : Disagreeableness	 Average workshop conditions subjected to noise	One	5
orking Conditions : Accident Hazards . . . . Occupational Hazards . .	 Minor cuts, deep cuts Nil	Two	10
	TOTAL POINTS .		324

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Sr. Technician — **JOB NO. GTT-83**
2. Department : Instruments.
3. *Brief outline of primary duties.*—Attends complaints regarding pneumatic, electronic and hydraulic instruments installed at various places in steam power stations, checks all instruments such as pressure gauges, temperature recorders, flowmeters as for their correct operation.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write English		
Training or Pre-employment experience.	Certificate couse in instrumentation or electronics	Four	72
Experience	3 years Four	Four	88
Mental Skill :			
Judgement and Interpretation	In attending repairs to flowmeters pressure gauges	Three	30
Variety	Routine but variety of jobs		
Plan and Control	Allocates work to his staff		
Initiative	Not much scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency	Mostly standing, walking		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Five	35
Reading	Blue prints, pressure gauges, monometer		
Writing	Nil		
Memorising	Nil		
Alertness	While repairing precision instruments		
Closeness	In adjusting, calibrating delicate instruments		
Eye-hand Coordination			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May cause damage to precision instruments	Five	2
Quality	Responsible for quality of work stage/final inspection may be necessary.		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Precision tools for attending works on delicate instruments.	Four	20
For Other's Work :			
Team work	Works alone		
Supervision	Work of sex to seven persons	Second	16
For Other's Safety	Minor injuries such as cuts, burns etc.	Two	14
Working Conditions	Average workshop condition excessive heat occasionally.	One	5
Disagreeableness			
Working Conditions :			
Accident Hazards	Minor injuries such as cuts, burns etc.	One	5
Occupational Hazards	Nil		
	TOTAL POINTS		326

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Technician **JOB NO. GTT-84**
2. Department : Boilers
3. **Brief outline of primary duties.*—Maintenance of coal handling plant equipment, oil pipe line valves and boiler and its auxiliaries.
4. Source of Supervision : Senior Foreman/Senior Deputy Engineer.
5. Supervisor's comments : Supervisor concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Point
Skill :			
Education	Ability to read and write regional languages	One	18
Training or Pre-employment experience.			
Experience	About six years	Six	132
Mental Skill :			
Judgement and Interpretation	In doing repairs to valves, and other equipments	Three	30
Variety	Variety of jobs		
Plan and Control	Allocates work to his gang		
Initiative	Not much scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Second	16
Posture and frequency	Mostly standing, walking, squatting		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Second	14
Reading	Bule prints of simple type		
Writing	Nil		
Memorising	Nil		
Alertness	While working on equipments at higher level		
Closeness	Nil		
Eye-hand Coordination	Nil		
Responsibility for Materials and/or Operations :			
Consequence of one defective action.	Defective action can result in damage to equipments to limited extent.	Four	20
Quality	For repairs to equipments		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Micrometer, dial guage etc.	Three	15
For Other's Work :			
Team work	Team work	Two	16
Supervision	Supervise the work of eight to ten persons		
For Other's Safety . . .	May result in fracture or loss of limb	Three	21
Working Conditions . . .	Workshop conditions excessive heat, oil vapours dusty conditions.	Four	20
Disagreeableness			
Working Conditions :			
Accident Hazards . . .	May prove fatal	Five	25
Occupational Hazards . . .	Nil	Five	25
	TOTAL POINTS .		327

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Chargeman (Elect.) **JOB NO. GTT-85**
2. Department : Electrical
3. **Brief outline of primary duties* :—Maintenance of equipments located in Switchyard such as circuit breakers, transformers and overhead lines. Maintenance of telephone exchange (75 lines) and internal telephone. Maintenance of carrier current communication equipment and protection system of generators etc. Testing of Ralays.
4. Source of Supervision : Deputy Engineer (Switchgear)
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English	Four	72
Training or Pre-employment experience.	First class Supervisor's certificate		
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation .	In checking control circuits of O.C.B. general condition of equipments.	Four	40
Variety	Variety of Jobs		
Plan and Control . . .	Allocates and checks the work of his staff.		
Initiative	In attending breakdown jobs		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequnecy	Mostly standing, sitting		
Mental and/or Visual Effort :			
Calculations	Nil	Four	28
Reading	Drawings, instruments		
Writing	Daily reports, breakdown		
Memorising	Nil		
Alertness	While testing ralays		
Closeness Eye-hand Coordination . .	In case of testing		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in damage to limited extent.	Three	15
Quality	Limited in trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Megger, Ralay testing set, Oil testing set, Discharge Rod.	Three	15
For Other's Work :			
Team work	Works alone	Three	24
Supervision	Supervises the work of about 10 persons		
For Other's Safety . . .	May get minor injuries	Second	14
Working Conditions . . .	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards . . .	May get shocks, deep cuts	Second	10
Occupational Hazards . .	Nil		
	TOTAL POINTS .		327

APPENDIX J—*(Contd.)*

GUJARAT ELECTRICITY BOARD—*(Contd.)*

1. Job Designation : Plant Operator Gr. I **JOB NO. GTT-86**
2. Department : Electrical
3. **Brief outline of primary duties.*—Maintenance of electrical control devices on various equipments of steam power station.
4. Source of Supervision : Senior Foreman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Education	Ability to read and write regional language and English		
Training or Pre-empolyment experience.	Certificate course in Electrical Engineering	Four	72
Experience	5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	While adjusting electrical automatic control devices	Third	30
Variety	Variety of jobs		
Plan and Control . . .	Allocates work to his group		
Initiative	Not much scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . .	Continuously standing, walking		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Blue prints of complete nature	Third	21
Writing	Daily work report		
Memorising	Nil		
Alertness	While testing automatic control		
Closeness	Nil		
Eye-hand Coordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to automatic control	Three	15
Quality	Responsibility limited to trade skill		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Avometer and other simple tools	Three	15
For Other's Work :			
Team work	Works alone		
Supervision	Supervise the work of two tradesman	First	8
For Other's Safety	May get burns due to low voltage shock	Three	21
Working Conditions . . .	Average workshop conditions excessive heat sometimes outdoor to some extent.	One	5
Disagreeableness			
Working Conditions :			
Accident Hazards . . .	May get burns due to low voltage shock	Three	15
Occupational Hazards . .			
	TOTAL POINTS .		328

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Mechanic **JOB NO. GTT-87**
2. Department : Power Plant (Boilers)
3. **Brief outline of primary duties :* Maintenance works connected with Boilers such as repairs to I.D. and F.D. fans, air preheater, economiser, Boiler tubes, burners, attending to defect reports received from Shift Engineer.
4. Source of Supervision : Chargeman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language		
Training or Pre-employment experience.	Certificate course in Mech. Engineering	Four	72
Experience	About four years	Four	88
Mental Skill :			
Judgement and Interpretation .	In attending repairs to boiler auxiliaries		
Variety	Variety of jobs	Three	30
Plan and Control . . .	. .		
Initiative	In attending repairs quickly		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Three	24
Posture and frequency . .	Mostly standing, walking, bending in awkward position.		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil		
Writing	Nil		
Memorising	Nil	Four	28
Alertness Closeness	While working on boilers		
Eye-hand Coordination . .	While testing valves after repairs		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in damage to equipments to limited extent.		
Quality	Trade skill	Three	15
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Simple hand tools. Uses special tools sometimes	Two	10
For Other's Work :			
Team work	Team work	Two	16
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions	Average workshop conditions		
Disagreeableness	Excessive heat continuously	Five	25
Working Conditions :			
Accident Hazards	May get steam burns, fracture	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		330

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Plant Operator Gr. I. **JOB NO. GTT-88**
2. Department : Turbine (Operation).
3. **Brief outline of primary duties :* Has to check change of one turbine, duties include preparing turbine for starting the operation involves opening of various valves. Checking heavy oil circulation, water circulation system, bringing the turbine up to the speed, for synchroming the units. Routine check are carried out periodically after the unit is started. Carried out the operation of stopping the units in case of emergency takes hourly reading of the units and records the same in the log sheets.
4. Source of Supervision : Deputy Engineer (Operation).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	II Class proficiency in boiler	Three	54
Training or Pre-employment experience.	. .		
Experience	5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	Before completing the preliminary operation for starting the turbine interpretes the reading and points out abnormalities.	Four	
Variety	Routine		
Plan and Control . . .	Nil		
Initiative	In case of emergency stopping of units in reporting abnormalities.		
Effort—Physical effort :			
Resistance overcome and frequency	Occasionally handles medium weight when opening the valves.	Second	16
Posture and frequency . .	Mostly walking, standing, climbing		
Mental and/or Visual Effort :			
Calculations	Mathematical calculation of simple nature	Four	28
Reading	Temperatures, pressures		
Writing	Log sheets		
Memorising	Sequence of operation		
Alertness	Required in case of starting & stopping the unit		
Eye-hand Coordination . .	Opening the valves		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to damage to the turbine		
Quality	Responsible for the quality	Third	15
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
r Tools and Equipment	Nil	One	5
r Others' Equipment :			
Team work	Works alone		
Supervision	The work of 3 persons	First	8
or Other's Safety	May lead to deep cuts dislocation of joints	Three	21
orking Conditions :	Average workshop conditions		
Disagreeableness	Subjected to excessive heat occasionally	Four	20
Working Conditions :			
Accident Hazards	Severe burns		
Occupational Hazards	Nil	Three	15
	TOTAL POINTS		332

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Plant Operator Gr. I **JOB NO. GTT-89**
2. Department : Boilers (Operation).
3. **Brief outline of primary duties :* Has to take charge in shift for two boilers, carries out routine checks on boilers such as ascertaining all pressure gauges, level indicators are functioning, checks whether all boilers auxiliaries are functioning properly, operates heavy duty valves on boilers, in case of coal firing, checks whether sufficient quantity of coal is filled in bunkers.
4. Source of Supervision : Deputy Engineer (Operation).
5. Supervisor's comments : Concurs with the duties listed above

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	S.S.C.		
Training or Pre-employment experience.	First Class boiler proficiency certificate	Four	72
Experience	5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	In ascertaining general operation of boiler, interpretes various readings obtained on boilers.	Three	30
Variety	Routine		
Plan and Control . . .	Nil		
Initiative	In cutting burners, stopping auxiliaries in case of emergency.		
Effort—Physical effort :			
Resistance overcome and frequency	Light, Operates heavy duty valves occasionally	Two	16
Posture and frequency . .	Mostly standing, walking, climbing		
Mental and/or Visual Effort :			
Calculations	Calculations of somewhat complex nature		
Reading	Pressure & temperature gauges, flow meters		
Writing	Log sheets		
Memorising	Location of valves		
Alertness	In carrying out emergency operations, in reading flowmeters etc.	Four	28
Closeness Eye-hand Coordination } . .	While operating valves & keeping watch on instruments.		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in damage to limited extent	Three	15
Quality	Responsible for assigned tasks		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Simple hand tools	Two	10
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions :	Average workshop conditions.		
Disagreeableness . . .	Excessive heat, continuously.	Five	25
Working Conditions :			
Accidental Hazards . . .	May result in intense burns, fracture due to fall	Three	15
Occupational Hazards . .	May lead to gradual weakening of eye sight		
	TOTAL POINTS .		336

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Chargeman. **JOB NO. GTT-90**
2. Department : Power Station-Boilers.
3. **Brief outline of primary duties* : Collects defect reports from Shift Engineer regarding Boiler operation. Arranges shutdown of equipments for purpose of attending breakdown. Arranges men and materials for annual maintenance of Boilers and its auxiliaries.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English		
Training or Pre-employment experience.	Certificate course in Mechancial Engineering	Four	72
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation .	In repairing heavy duty valves cleaning of Boiler tubes, refracting linings.		
Variety	Variety of jobs		
Plan and Control . . .	Allocates and checks the work of his staff	Four	40
Initiative	In attending repairs to boilers		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . .	Mostly standing, sitting occasionally		
Mental and/or Visual Effort :			
Calculations	Nil	Four	28
Reading	Drawing, instruments		
Writing	Reports, returns		
Memorising	Nil		
Alertness	While carrying out hydraulic tests		
Closeness . . . Eye-hand Coordination } . .	While opening valves for testing.		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in damage to Boilers		
Quality	Responsibility limited to trade skill	Four	20
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipments	Simple hand tools	Two	10
For Others' Work :			
Team work	Works alone	Third	24
Supervision	Supervises the work of about 40 persons		
For Other's Safety	Minor injuries	Two	14
Working Conditions :	Average workshop conditions		
Disagreeableness	Excessive heat occasionally	Three	15
Working Conditions :			
Accident Hazards	May get burns due to steam	Two	10
Occupational Hazards	Nil		
	TOTAL POINTS		337

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTT-91

1. Job Designation : Senior H.P. Welder.
2. Department : Boilers.
3. **Brief outline of primary duties* : Attends all welding jobs on Boilers and specially does H.P. welding jobs which require special skill.
4. Source of Supervision : Senior Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English	Three	54
Training or Pre-employment experience.	Trade certificate in High Pressure welding		
Experience	4 to 5 years	Five	110
Mental Skill :			
Judgement and Interpretation	In identifying different electrodes selection of metals	Four	40
Variety	Variety of jobs		
Plan and Control	Nil		
Initiative	In proper welding of metals and use of flux etc.		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Four	32
Posture and frequency	Mostly standing, sitting and bending in awkward postures.		
Mental and/or Visual Effort :			
Calculations	Nil	Five	35
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	Nil		
Closeness	While doing welding work, while directing electrodes and actually welding		
Eye-hand Coordination	At the time of welding		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper welding may result in bursting of pipes, etc.	Five	25
Quality	Fully responsible for quality of work		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Welding machine and other hand tools	Four	20
For Others' Work :			
Team work	Works alone	One	8
Supervision	Nil		
For Other's Safety	Nil	One	7
Working Conditions :	Average workshop conditions		
Disagreeableness	Excessive heat sometime fumes etc.	Five	25
Working Conditions :			
Accident Hazards	May result in minor injuries		
Occupational Hazards	May result in gradual weakening of eye sight	Two	10
	TOTAL POINTS		366

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Lineman (Hot line working) **JOB NO. GTT-92**
2. Department : (O & M).
3. **Brief outline of primary duties.*—Works on live lines O.H. upto 132 KV. Repairs such as cleaning of insultors changing insulators etc.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill			
Education	Ability to read and write English		
Training or Pre-employment experience.	First Class supervisor's certificate Special training in hot line working	Four	72
Experience	3 to 4 years experience	Four	88
Mental Skill :			
Judgement and Interpretation	In adjusting tools as per requirements of work		
Variety	Routine	Four	40
Plan and Control	Nil		
Initiative	Nil		
Effort—Physical effort :			
Resistance overcome and frequency	Continuously in awkward position (Posture)	Sixth	48
Posture and frequency	Continuously stands and working in awkward posture.		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil		
Writing	Nil		
Memorising	Nil		
Alertness	Nil		
Closeness	When working on towers	Fourth	28
Eye-hand Co-ordination	Changing insulators on live lines		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to insulators	Third	15
Quality	Responsibility limited to working equipment trade skill.		
Records	..		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Special hot line working equipment	Third	15
For Others' Work :			
Team work	Team work	One	8
Supervision	Nil		
For Other's Safety	May receive injuries of fatal nature	Fifth	35
Working Conditions :			
Disagreeableness	Mostly outdoor	Third	15
Working Conditions :			
Accidnet Hazards	May prove fatal	Sixth	30
Occupational Hazards	Nil		
	TOTAL POINTS		394

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Dredger Master. **JOB NO. GTT-93**
2. Department/Sec. : Workshop.
3. **Brief outline of primary duties.*—Responsible for proper operation of Dredger, which is used for removing silt in cooling water pond. Dredger operates in three shifts and has to arrange engine drivers. Arranges to shift Dredger to different locations and anchoring requires judgement. Minor repairs to Dredger are carried out by him. Maintenance of lock gates and discharge pipes and dredger such as painting, checking plates. Trains engine drivers and operators in proper usage of Dredger, Diving to a depth of 10 to 15′ is necessary for checking intake side of the pump house without use of diving suit. No guidance available and reliance is entirely on the designation.
4. Source of Supervision : Workshop Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Ability to read and write English		
Training or Pre-employment experience.	Naval training in operation and maintenance of dredgers.	Four	72
Experience	About five years	Five	110
Mental Skill :			
Judgement and Interpretation .	In anchoring the dredger at different location & interprets different reading on the engine.		
Variety	Routine but variety of jobs	Five	50
Plan and Control . . .	Allocates work to Engine Drivers		
Initiative	In taking decisions regarding operation of dredger		
Effort—Physical Effort :			
Resistance overcome and frequency	Intermitant working in awkward posture	Five	40
Posture and frequency . .	Mostly standing, walking occasionally diving		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations		
Reading	Instruments on the engine	Five	35
Writing	Daily work report		
Memorising	Sequence of operations		
Alertness	While anchoring dredger		
Eye-hand Co-ordination . .	In operation of dredger while removing silt		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper maintaining of channel may result in stopping of power plant.	Six	30
Quality	Complete responsibility for dredger operation		
Records	Nil		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Power driven, tools, micrometer vernier	Three	15
For Others' Work :			
Team work	Works alone	Four	32
Supervision	Supervisor Engine drivers, helpers numbers 25		
For Other's Safety	May prove fatal drawing	Five	35
Working Conditions :			
Disagreeableness . . .	Works on dredger subjected to excessive heat, cold and loud noise.	Five	25
Working Conditions :			
Accident Hazards . . .	May prove fatal	Five	25
Occupational Hazards . .	. .		
		TOTAL POINTS .	469

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTS-1

1. Job Designation : Technical Assistant.
2. Department : Circle Office.
3. **Brief outline of primary duties.*—Prepares agenda for discussion in Local Advisory Committee meetings (twice a year). Follow up work on decisions taken in the meetings. Follow up work on decisions taken in superintending Engineers Conference and sends compliance to Head Office. Collects data from Executive Engineers regarding settlement of insurance and follow up work. Investigation work of consumer's complaint, local bodies, government organisations and takes suitable measures.

   Scrutinizes proposals received from divisional offices power supply such as Agricultural, Industrial and puts up to higher authority. Deals theft cases such as approval for assesment of charges for pilfered power. Deals papers on legal suits in cases such as non-payment of bills etc. Dratfs letters of technical nature in connection with above.
4. Source of Supervision : Executive Engineer/Deputy Engineer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Diploma in Electrical or Mechanical Engineering	Five	90
Training or Pre-employment experience.	Nil		
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation	Putting up proposals, processing the complaints, indents etc.		
Variety	Routine but variety of jobs	Five	50
Plan and Control	Nil		
Initiative	Required in making alternative suggestions in use of materials and equipments.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light		
Posture and frequency	Mostly sitting, standing & walking occasionally	One	8
Mental and/or Visual Effort :			
Calculations	Mathematical calculations	Five	35
Reading	Blue prints		
Writing	Reports, letters, drafts		
Memorising	Nil		
Alertness	Nil		
Closeness	Nil		
Eye-hand Co-ordination	Nil		

APPENDIX J—(Contd.)

Factors	Description	Degree	Points
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Nil		
Quality	Promptness in dealing papers, consumer complaints	Five	25
Records	Dispute cases		
For Tools and Equipment . .	Nil	First	5
For Others' Work :			
Team work	Works alone	First	8
Supervision	Nil		
For Other's Safety	Nil	First	7
Working Conditions . . .	Works normally in office	Two	10
Disagreeableness . . .	Average office conditions		
Working Conditions :			
Accident Hazards . . .	Minor injuries	First	5
Occupational Hazards . .	Nil		
	TOTAL POINTS .		265

APPENDIX J—*(Contd.)*

GUJARAT ELECTRICITY BOARD—*(Contd.)*

1. Job Designation : Technical Assistant. **JOB NO. GTS-2**
2. Department : Head Office.
3. **Brief outline of primary duties.*—Scrutinizes proposals for agricultural connections, puts up to higher authorities. Investigates complaints received from consumers, local bodies, government organisations and takes suitable measures. Drafting of letters of technical nature. Scrutinizes proposals regarding vehicle maintenance, disposal of scrap and examines whether it can be utilised elsewhere. Scrutinizes indents of spare parts and materials of daily usage. Initiates action regarding disposal of surplus diesel sets on the basis of reports received from field offices.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Education	Diploma in Electrical & Mechanical Engineering	Fifth	90
Training or Pre-employment experience.	Nil		
Experience	Nil	First	22
Mental Skill :			
Judgement and Interpretation	Putting up proposals, processing the complaints, indents etc.	Fifth	50
Variety	Routine but variety of jobs		
Plan and Control	Nil		
Initiative	Required in making alternative suggestions regarding use of materials & equipments.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	First	8
Posture and frequency	Mostly sitting, standing & walking occasionally		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations	Fifth	35
Reading	Reading blue prints, graphs		
Writing	Reports, drafts, letters		
Memorising	Nil		
Alertness	Nil		
Closeness	Nil		
Eye-hand Co-ordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Nil	Fifth	25
Quality	Promptness in dealing papers, consumer complaints		
Records	Dispute cases		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipments.	Nil	First	5
For Others' Work : Team work Supervision	 Works alone Nil	First	8
For Other's Safety	Nil	First	7
Working Conditions Disagreeableness	Works normally in office Average office conditions	Second	10
Working Conditions : Accident Hazards Occupational Hazards	 Nil Nil	First	5
	TOTAL POINTS		265

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTS-3

1. Job Designation : Technical Assistant.
2. Department : Efficiency.
3. **Brief outline of primary duties.*—Prepares daily reports of performance of the plant—collects unitwise generation and total % of consumption of auxiliary—unitwise steam consumption-rate of steam per unit generated—heavy oil, gas consumption—compiles statistical data to find out efficiency of the plant-comparison with standard efficiency.

   Periodical reports of performance of the plant—Maintenance of fire extinguishers-record of Hydrogen bottels-to ensure supply in time.

   Prepares schedules for training.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Diploma in Electrical or Mechanical Engineering	Five	90
Training or Pre-employment experience.	..		
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation .	In interpreting simple data	Four	40
Variety	Routine		
Plan and Control	Plans the maintenance of fire extinguishers. Allocates work to cleaning supervisor.		
Initiative	Required in locating defects in Fire Extinguishers		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	One	8
Posture and frequency . .	Mostly sitting, occasionally standing, walking		
Mental and/or Visual Effort :			
Calculations	Complex mathematical calculation	Six	42
Reading	Charts, Graphs, log sheets, drawings		
Writing	Reports		
Memorising	Nil		
Alertness	Checking fire extinguishers		
Closeness	Nil		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper maintenance of Fire Extinghishers may cause damage in case of fire—wrong calculation may result in wrong interpretation.	Four	20
Quality	Responsible for the quality of work. There is a stage of final checking.		
Records	Maintains register of consumption		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Nil	One	5
For Others' Work :			
Team work	Works alone		
Supervision	Allocates work to 4 to 5 persons	Three	24
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness . . .	Average workshop condition	One	5
Working Conditions :			
Accident Hazards . . .	Nil		
Occupational Hazards . .	Nil	One	5
	TOTAL POINTS .		268

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technical Assistant. **JOB NO. GTS-4**
2. Department : Civil.
3. **Brief outline of primary duties.*—Supervision of roads and building construction. Prepares estimates and designs for small civil works. Supervises the foundation work of transmission towers etc. Occasionally survey work for line routes etc. Drafts letters of technical nature.

   Measurement of work executed departmentally as well as by contractors. Prepares bills and sends to Divisional Office. Issue of materials. Material account for items issued to contractors.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Diploma in Civil Engineering	Fifth	90
Training or Pre-employment experience	Nil		
Experience	Nil	First	22
Mental Skill :			
Judgement and Interpretation .	Has to exercise judgement while supervising building works, foundations.		
Variety	Routine but variety of jobs	Fifth	50
Plan and Control . . .	Gives work programme to contractor		
Initiative	Not much scope		
Effort—Physical Effort :			
Resistance overcome and frequency	Light		
Posture and frequency . .	Mostly standing, walking	First	8
Mental and/or Visual Effort :			
Calculations	Mathematical calculations		
Reading	Reads drawings		
Writing	Drafting, reports, Returns	Fifth	35
Memorising	Nil		
Alertness			
Closeness	Nil		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May cause damage to foundations by inadequate supervision involving redoing work.	Fifth	25
Quality	Certifies the works executed		
Records	Measurement books, Material Register, Site register		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Care in use of instruments like levels, the dolete	Third	15
For Others' Work :			
Team work	Works alone	Third	24
Supervision	Small group of a 8 to 10 persons		
For Other's Safety	Can cause minor injury such as cuts, bruises	First	7
Working Conditions :			
Disagreeableness	Mostly outdoor subjected to weather conditions	Third	15
Working Conditions :			
Accident Hazards	May cause deep cuts, loss of limb due to fall	Third	15
Occupational Hazards	Nil		
	TOTAL POINTS		306

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTS-5

1. Job Designation : Deputy Engineer (O & M).
2. Department : Head Office.
3. **Brief outline of primary duties.*—Collects data from field office regarding interruption on transmission lines, also to large consumers, failure of equipments like transformers etc. and technical scrutiny of reports.

   Technical scrutiny of failures of equipments in power station equipments. Drafting of new procedures for maintenance of equipments and lines.

   Prepares specification of equipments & scrutinizes them when tenders are received. Correspondence of technical nature.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical or Mechanical Engineering or Diploma in Engineering with 4 to 5 years experience.	Sixth	108
Training or Pre-employment experience	. .		
Experience	4 to 5 years in case of Diploma holders	First	22
Mental Skill :			
Judgement and Interpretation .	In drafting new procedures and interpretation of interruption data.		
Variety	Routine but variety of jobs	Fifth	50
Plan and Control . . .	Allocates the work to his staff		
Initiative	In calling for reports earlier		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	First	8
Posture and frequency . .	Mostly sitting, occasionally standing		
Mental and/or Visual Effort :			
Calculations	Mathematical calculation complex nature	Sixth	42
Reading :			
Writing :			
Memorising :			
Alertness :			
Closeness :			
Eye-hand Co-ordination :			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Incorrect action may cause loss of revenue to board	Sixth	3
Quality	In disposal of papers		
Records	Interruption, breakdown report		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Nil	First	5
For Others' Work :			
Team work	Works alone	Third	24
Supervision	One T.A. and a Clerk		
For Other's Safety	Nil	First	7
Working Conditions :			
Disagreeableness	Average office condition occasionally outdoor	First	5
Working Conditions :			
Accident Hazards	Nil	First	5
Occupational Hazards . .	Nil		
	Total Points .		306

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Deputy Engineer. **JOB NO. GTS-6**
2. Department : Commercial.
3. **Brief outline of primary duties.*—Scrutinizes applications received for H.T. industrial consumers and assesses the power position. Prepares estimates, final bills, agreements for power supply, and guides the consumer regarding terms and conditions of supply, sanction phased power requirements if the load is to develop in stages. Attends to complaints of the consumer. Guides the field staff regarding terms and conditions of supply. Statistics regarding sale of energy.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical or Mechanical Engineering or Diploma in Engineering.	Sixth	108
Training or Pre-employment experience.	. .		
Experience	4 to 5 years experience in case of diploma holders	First	22
Mental Skill :			
Judgement and Interpretation .	In application of terms and conditions of supply, framing of tariff.	Fifth	50
Variety	Routine but variety of jobs		
Plan and Control . . .	Allocates work to his staff		
Initiative	In timely recovery of arrears from H.T. consumers		
Effort—Physical Effort :			
Resistance overcome and frequency	Light		
Posture and frequency . .	Mostly sitting, occasionally stands	First	8
Mental and/or Visual effort :			
Calculations	Mathematical calculations regarding tariff		
Reading	Blue prints, manuals etc.		
Writing	Letters, reports	Sixth	42
Memorising	Tariff rates to some extent		
Alertness	Nil		
Closeness	Nil		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Wrong interpretation of tariffs may result in loss of revenue to the board.	Sixth	30
Quality	Quick disposal of applications		
Records	H.T. consumer register, agreements		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Nil	First	5
For Others' Work :		Third	24
Team work	Works alone		
Supervision	Technical Assistant, Clerks		
For Other's Safety	Nil	First	7
Working Conditions :		First	5
Disagreeableness	Average office condition		
Working Conditions :		First	5
Accident Hazards	Nil		
Occupational Hazards	Nil		
	TOTAL POINTS		306

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Asstt. Controller of Stores. JOB NO. GTS-7
2. Department : Stores and Purchases.
3. **Brief outline of primary duties.*—Receives indents from field offices regarding transmission line materials, planning and processing of indents such as finding out whether materials are available in Stores, obtains sanction from finance, invitation of tenders as per procedures, comparative statement of items offered in tenderss scrutiny of tenders technically, correspondence with suppliers, market survey. Inspection of some factories supplying goods occasionally. Keeps watch on delivery schedules.
4. Source of Supervision : Controller of Stores and Purchase.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical or Mechanical Engineering	Sixth	108
Training or Pre-employment experience.	. .		
Experience	Nil	Four	22
Mental Skill :			
Judgement and Interpretation .	In planning and processing of indents, inspection of equipments.		
Variety	Variety of jobs		
Plan and Control . . .	Distributes work to his staff	Sixth	60
Initiative	In Processing materials quickly		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	First	8
Posture and frequency . .	Alternate sitting and standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculation		
Reading	Drawings, sketches etc.	Fifth	35
Writing	Reports, correspondence		
Memorising	Nil		
Alertness	Nil		
Closeness	Nil		
Eye-hand Co-ordination . .	. .		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Incorrect technical scrutiny may lead to loss of Board's money.		
Quality	Responsible for proper functioning of the section	Sixth	30
Records	Tender papers, quotations		

APPENDIX J—*contd.*

Factor	Description	Degree	Points
For Tools and Equipment . .	Nil	First	5
For Other's Work :			
Team work	Works alone		
Supervision	Superises directly T.A. clerical staff-9	Three	24
For Other's Safety	Nil	First	7
Working Conditions Disagreeableness :	Average workshop conditions	First	5
Working Conditions :			
Accident Hazards . . .	Minor injuries	First	5
Occupational Hazard . . .	. .		
	TOTAL POINTS .		309

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technical Assistant. **JOB NO. GTS-8**
2. Department : Meter Testing Laboratory (O&M).
3. **Brief outline of primary duties*.—Supervises the work of testing energy meters and repairs to distribution transformers. Technical correspondence with consumers as well as with different subdivisions, Inter-departmental correspondence outdoor work in field of testing of relays, etc.
4. Source of Supervision : Deputy Engineer/Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Diploma in Electrical or Mechanical Engineering	Fifth	90
Training or Pre-employment experience.	. .		
Experience	Nil	First	22
Mental Skill :			
Judgement and Interpretation .	Required in directing the work of motor testers, testing of relays.		
Variety	Routine	Fifth	50
Plan and Control . . .	Allocates work to his staff		
Initiative	In testing work as well as repair work		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	First	8
Posture and frequency . .	Mostly sitting, standing occasionally		
Mental and/or Visual Effort :			
Calculations	Calculations of complicated nature		
Reading	Of drawings		
Writing	Letters etc.	Fourth	28
Memorising	Nil		
Alertness	While testing live equipments		
Closeness	. .		
Eye-hand Co-ordination . .	In doing testing work		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Incorrect connections may lead to damage of equipment.	Fifth	25
Quality	In testing equipment		
Records	Test reports		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment .	Ammeter, voltmeter, Megger etc.	Third	15
For Others' Work :			
Team work . . .	Works alone	Third	24
Supervision . . .	Motor testers, Mechanics etc. -10		
For Other's Safety . . .	May lead to injury such as deep cuts etc.	Second	14
Working Conditions :			
Disagreeableness . .	Average workshop conditions, outdoor occasionally	Third	15
Working Conditions			
Accident Hazards . .	May get shocks while working on H.T. system	Fifth	25
Occupational Hazards .	Nil		
	TOTAL POINTS .		316

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technical Assistant **JOB NO. GTS-9**
2. Department : Telecommunication.
3. **Brief outline of primary duties.*—Maintenance of Public address system in Power Station. Maintenance of 100 line telephone exchange used for internal communication in Power House and Colony. Testing of relays used on various electrical equipments. Maintenance of indicating and recording instruments.

   Technical Assistant mainly attends routine maintenance and faults of minor nature; in case of major troubles he contacts Executive Engineer.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Diploma in Electrical Engineering		
Training or Pre-employment experience.	Some knowledge of Telecommunication necessary	Five	90
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation .	In removing defects in telephone exchange, testing of relay.		
Variety	Variety of jobs	Five	50
Plan and Control . . .	Allocates and checks work of his staff.		
Initiative	In testing of relays, checking communication system		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency . .	Alternatively sitting and standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Six	42
Reading	Circuit diagrams of complex nature		
Writing	Daily work report		
Memorising	Colour codes for identifying resistance		
Alertness	While testing electronic components		
Closeness	. .		
Eye-hand Co-ordination . .	. .		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May damage precision instruments, telephone exchange equipments.	Six	30
Quality	Fully responsbile for quality of work		
Records	Test reports, maintenance register		

APPENDIX J—*contd.*

Factor	Description	Degree	Points
For Tools and Equipment	Multi-voltmeter, cathode ray ossciloscope, relay testing set & other precision instruments.	Four	20
For Others' Work :			
Team work	Works alone	Two	16
Supervision	Supervises one electrician Wireman		
For Other's Safety	May result in deep cuts, burns	Three	21
Working Conditions:			
Disagreeableness	Average workshop conditions	One	5
Working Conditions:			
Accident Hazards	May get burns due to L.V. shocks		
Occupational Hazards	Nil	Third	15
	Total Points		319

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technical Assistant (Shift) **JOB NO. G.T.S.-10**
2. Department : Sub-stations.
3. **Brief outline of primary duties.*—Work entails shift duty in rotation, carries out routine checks of sub-station equipments such as checking of transformer temperature, oil levels, out of step for transformer and takes remedial action if possible otherwise reports to higher authorities. Switches ON & OFF circuit breakers as required, gives line clears on feeders or equipments as per instructions, issues permit to work. Checks readings taken by operator occasionally. Calculation work in connection with consumption etc. holds the charge of the sub-station during the shift.
4. Source of Supervision : Deputy Engineer/Executive Engineer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Diploma in Elec. or Mech. Engineering	Fifth	90
Training or Pre-employment experience.	Nil		
Experience	Nil	First	22
Mental Skill :			
Judgement and Interpretation .	Detecting defects on transformer, circuit breaker etc.		
Variety	Routine but variety of jobs	Fifth	50
Plan and Control . . .	Nil		
Initiative	Rectification of faults in control circuit of circuit breaker.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	First	8
Posture and frequency . .	Alternatively sitting, standing, walking		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations		
Reading	Reads blue prints, graphs	Fifth	35
Writing	Writes log books, interruption reports		
Memorising	. .		
Alertness Closeness	At the time of restoring supply		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May cause interruption of supply by incorrect operation.	Fifth	25
Quality	Maintaining reliability of supply		
Records	Maintenance of records, important messages		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Has to exercise care in use of instruments like Ammeter, volt meter, megger.	Third	15
For Others' Work :			
Team work	Works alone	Third	24
Supervision	Supervises one Asstt. Operator and one helper		
For Others' Safety	Injury may be of nature of burns, deep cuts	Third	21
Working Conditions :			
Disagreeableness . . .	Average workshop conditions outdoor work very less	First	5
Working Conditions :			
Accident Hazards . . .	May get shock with heavy burns etc.		
Occupational Hazards . .	Nil	Fifth	25
	TOTAL POINTS .		320

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTS-11

1. Job Designation : Chemist
2. Department : Laboratory.
3. **Brief outline of primary duties.*—To prepare standard chemical solutions-checking of samples of chemicals analysing oil samples, supervision of D.M. Plant and Water Treatment plant—ensures the quality of chemical and receipt in proper time. Coal and oil testing samples.
4. Source of Supervision : Chief chemist.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Degree in Science	Five	90
Training or Pre-employment experience.	..		
Experience	3 years	Four	88
Mental Skill :			
Judgement and Interpretation .	Inertprets result of analysis	Four	40
Variety	Variety of jobs		
Plan and Control . . .	Allocates the work to plant attendant		
Initiative	In taking check readings		
Effort—Physical effort :			
Resistance overcome and frequency	Light work		
Posture and frequency . .	Mostly standing	Two	16
Mental and/or Visual Effort :			
Calculations	Complex mathematical calculation		
Reading	Reading of charts, instruments		
Writing	Log sheets, Reports Daily, Monthly		
Memorising	Nil	Five	35
Alertness Closeness	While carrying out analysis of samples		
Eye-hand Co-ordination . .	While carrying out analysis and taking readings		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to equipment to a limited extent	Three	15
Quality	Responsible for the quality		
Records	Registers of analysis		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
or Tools and Equipment	Laboratory equipment, Precision balance, P.H. Meter	Three	15
or Other's Work :			
Team work	Works alone		
Supervision	Nil	One	8
or Other's Safety	Nil	One	7
Vorking Conditions :			
Disagreeableness	Subjected to fumes and gas	One	5
Vorking Conditions :			
Accident Hazards	Minor burns		
Occupational Hazards	Nil	One	5
	TOTAL POINTS		324

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technical Assistant JOB NO. GTS-1
2. Department : Distribution.
3. **Brief outline of primary duties.*—Arranges for service connections for lighting consumers, visits site in connection with above and prepares estimates, supervision of works like erection of poles, stringing of line etc. investigates complaints, supervises maintenance of overhead lines, service connection etc. carries ou surprise checks on meter readings taken.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Point
Skill :			
Education	Diploma in Elec. or Mech. Engineering	Five	90
Training or Pre-employment experience.	Nil		
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation	While taking line clears on overhead lines, attending faults.	Five	5
Variety	Routine but variety of jobs		
Plan and Control	In allocation of work to his staff to give maximum output.		
Initiative	Required in case of restoring supply		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	One	
Posture and frequency	Alternatively standing, sitting		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations	Five	3
Reading	Nil		
Writing	Reports, Letters, returns		
Memorising	Nil		
Alertness Closeness	When testing equipments		
Eye-hand Co-ordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action :	May cause damage by issuing work instructions	Five	
Quality	In selecting line roule selection of position of meters		
Records	Test reports, Agreements		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment . .	Has to exercise care in use of instruments like Ammeter, voltmeter, Megger.	Three	15
For Other's Work :			
Team work	Works alone	Three	24
Supervison	Supervision of 8 to 10 persons uch sas linemen, helper		
For Other's Safety	Injury may be in nature of burns, deep cuts	Three	21
Working Conditions :			
Disagreeableness . . .	Average workshop conditions Intermittently outdoor works involves travelling.	Two	10
Working Conditions :			
Accident Hazards . . .	May get shock while working on line equipments	Five	25
Occupational Hazards . .	Nil		
	TOTAL POINTS		325

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Technical Assistant (Elec. & Mech.) **JOB NO. GTS-13**
2. Department : Construction.
3. **Brief outline of primary duties.*—Supervises erection of H.T. lines (up to 132 KV). Supervision of erection of sub-station. Testing of equipments like transformers, relays. Stores work drafting of letters of technical nature. Preparation of bills. Election of routes for transmission lines. Measurement of works executed departmentally.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Diploma in Electrical & Mechanical Engineering	Fifth	90
Training or Pre-employment experience.	Nil		
Experience	Nil	First	22
Mental Skill :			
Judgement and Interpretation	In alignment of circuit breakers etc.	Fifth	50
Variety	Routine out variety of jobs		
Plan and Control	Allocation of work to tradesmen		
Initiative	Suggests alternative while working		
Effort—Physical Effort :			
Resistance overcome and frequency	Intermittently indoor but mostly outdoor		
Posture and frequency	Mostly standing, walking, bending	First	8
Mental and/or Visual Effort :			
Calculations	Mathematical calculations		
Reading	Reads drawings, manuals		
Writing	Drafting reports, returns, has to remember sag chart		
Memorising			
Alertness } Closeness }	Required while testing live equipments	Fifth	35
Eye-hand Coordination	While checking sag on overhead lines		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to equipments		
Quality	Proper alignment, testing of equipments	Fifth	25
Records	Measurement book, materials Test reports register		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Uses instruments like ammeter, volt meter, Megger	Third	15
For Other's Work :			
Team work	Works alone	Third	24
Supervision	10 to 15 persons like Linesman, Line Inspector, helper		
For Other's Safety	Incorrect instructions may result in injuries such as deep cuts, fracture of limb.	Third	21
Working Conditions :			
Disagreeableness	Mostly outdoor subjected to weather condition	Third	15
Working Conditions :			
Accident Hazards	May get shock. Injuries may be of nature of intense burns.	Fifth	25
Occupational Hazards	Nil		
	TOTAL POINTS		330

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*,

1. Job Designation : Dy. Engineer **JOB NO. GTS-14**
2. Department : Efficiency.
3. **Brief outline of primary duties.*—Compilation of power data and analysis thereof. Checking the logsheets and charts coming from operation department. Scrutiny of records of fire hydrants in the plant. Maintain the record of running hours of important auxiliaries records of generation and fuel consumed, statistical data regarding running of power plant-testing of fire hydrants periodically.
4. Source of Supervision : Efficiency Engineer (E.E.)
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factors	Description	Degree	Points
Skill :			
Education	Degree in Electrical Engineering	Six	108
Training or pre-employment experience.	On the job training of about two years		
Experience	About two years	Three	66
Mental Skill :			
Judgement and Interpretation .	In scrutiny of technical data and its interpretation	Five	50
Variety	Variety of jobs		
Plan and Control . . .	Allocates the work to T.A. cleaning supervision and helper.		
Initiative	Suggests alternative for improving efficiency of the plant.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	One	8
Posture and frequency . .	Mostly sitting, occasionally walking, standing		
Mental and/or Visual Effort :			
Calculations	Mathematical calculation of complex nature		
Reading	Of technical data, graphs, instrument and charts	Six	42
Writing	Reports, Registers		
Memorising . . .	Nil		
Alertness Closeness	Not much scope		
Eye-hand Co-ordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Wrong suggestion may lead to damage of the instruments.	Five	25
Quality	He is responsbile for the quality of work		
Records	Registers of generation and consumption		

APPENDIX J—(*Contd.*)

Factors	Description	Degree	Points
For Tools and Equipment	Nil	One	5
For Others' Work :			
Team work	Works alone	Three	24
Supervision	Supervises the work of Tech. Asst. cleaning supervisor.		
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards	Nil		
Occupational Hazards	Nil	One	5
	TOTAL POINTS		345

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Chief Draftsman JOB NO. GTS-15
2. Department : Drawing Office
3. **Brief outline of primary duties.*—General supervision of drawing office. Allocates and checks the work of senior draughtsman, Junior Draftsman, Tracers. Correspondence with field officers regarding drawings. Proper upkeep of drawing office equipments, indenting of drawing office materials, prepares original drawings whenever required. Checking with original makers drawings.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	S.S.C.		
Training or Pre-employment experience.	Diploma in Draughtsmanship	Fourth	72
Experience	About five years	Five	110
Mental Skill :			
Judgement and Interpretation .	In producing original drawing for substations		
Variety	Routine but variety of jobs		
Plan and Control . . .	Allocates and checks the work of his staff	Five	50
Initiative	In speedy execution of work of his section		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency . .	Alternatively sitting and standing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Five	35
Reading	Pro-original drawings		
Writing	Correspondence		
Memorising	Nil		
Alertness Closeness	Nil		
Eye-hand Co-ordination			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in delay		
Quality	Responsible for proper functioning of drawing section.	Five	25
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Drawing instruments	Three	15
For Others' Work :			
Team work	Works alone		
Supervision	About 12 persons	Second	16
For Other's Safety	Nil	One	7
Working Conditions :			
Disagreeableness	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards	Nil		
Occupational Hazards	Gradual weakening of eyesight	Second	10
	TOTAL POINTS		353

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Deputy Engineer **JOB NO. GTS-16**
2. Department : Electrical Maintenance—Power Station
3. **Brief outline of primary duties.*—Maintenance of electrical equipments such as generators transformers, motors and other auxiliary equipments of steam power station. Attends breakdown jobs in case of emergency. Plans preventive maintenance of electrical equipments in the Power Station.
4. Source of Supervision : Senior Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical Engineering or Diploma in Electrical Engineering with experience.	Six	108
Training or Pre-employment experience.			
Experience	Nil	One	22
Mental Skill :			
Judgement and Interpretation .	Replacement of motor bearings, contacts of circuit breakers, insulators etc.	Five	50
Variety	Variety of jobs		
Plan and Control . . .	Alllocates & checks the work of his staff		
Initiative	Suggests alternatives of equipments		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . . .	Mostly standing, walking or climbing		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations of complex nature	Six	42
Reading	Blue prints		
Writing	Work reports, Office notes		
Memorising	Nil		
Alertness	While testing equipments		
Closeness	. .		
Eye-hand Co-ordination . .	While doing relay testing		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in damage to equipments.	Six	30
Quality	Responsible for proper functioning of the section.		
Records	Test reports		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment .	Relay testing sets, Ammeter, Voltmeter, Megger	Three	15
For Other's Work :			
Team work	Works alone	Four	32
Supervision	Supervises about 20 persons		
For Other's Safety	May get internal burns due to electric shock	Three	21
Working Conditions . . .	Average workshop condition	Two	10
Disagreeableness . . .	Noise has effect on the job		
Working Conditions :			
Accident Hazards . . .	May get shock resulting in deep burns	Three	15
Occupational Hazards . .	Nil		
		TOTAL POINTS .	361

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Foreman **JOB NO. GTS-17**
2. Department : Instrument.
3. **Brief outline of primary duties.*—Collects defect reports from operation staff regarding pneumatic and electronic instruments installed in Power Station, and makes necessary arrangements for rectifying the same. Plans routine checks for all the instruments detailed above. Supervises group of tradesmen.
4. Source of Supervision : Sr. Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language as well as English.	Four	72
Training or Pre-employment experience.	Certificate Course in instrumentation		
Experience	About four to five years	Five	110
Mental Skill :			
Judgement and Interpretation	In adjusting precision pneumatic and electronic instruments.		
Variety	Variety of jobs	Four	40
Plan and Control	Allocates and checks work of his staff		
Initiative	In rectifying defects		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency	Mostly sitting, standing occasionally		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Five	35
Reading	Drawing, pressure gauages, level indicators		
Writing	Daily work report		
Memorising	Nil		
Alertness	While handling precision instruments in case of repairs to delicate instruments.		
Closeness			
Eye-hand Co-ordination	Do.		

1. Job Designation : Senior Foreman **JOB NO. GTS-18**
2. Department : Boilers.
3. **Brief outline of primary duties.*—Attends breakdown on Boilers of the power house, Preventive maintenance on Boilers. Inspection and checking of I.D. & F.D. fans. Boiler tubes, and various routine checks on coal handling plant, oil handling. Annual inspection of boiler by Boiler Inspector (Preparations for hydraulic test etc.).
4. Source of Supervision : Senior Deputy Engineer/Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write English and to follow written instructions.	Two	36
Training or Pre-empolment experience.			
Expereience	Above five years	Five	110
Mental skill :			
Judgement and Interpretation .	Alignment of pumps, observes defects on tubes, attending repairs.	Four	40
Variety	Variety of jobs		
Plan and Control . . .	Allocates & Checks work of his staff		
Initiative	In attending repairs		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Three	24
Posture and frequency . .	Mostly standing, walking, climbing, bending intermittently.		
Mental and/or Visual Effort :			
Calculations	Arithmetical calculations on clearances etc.	Five	35
Reading	Blue prints		
Writing	Daily maintenance register		
Memorising	Tolerances of pumps shafts etc.		
Alertness	While working on boiler		
Closeness	In adjusting clearance alignment.		
Eye-hand Co-oordination . .	While using speedometer		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Incorrect inspection of tubes alignment may result in damage to boilers.	Four	20
Quality	Responsible for quality of work done on repairs		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment	Use of speedometers, dial guages, micrometer etc.	Three	15
For Other's work :			
Team work	Team work	Four	32
Supervision	Supervises senior technicians helpers about 30		
For Other's safety	May result in loss of limb, fracture etc.	Three	21
Working Conditions :			
Disagreeableness	Workshop conditions with high temperatures, oil fumes, density.	Four	20
Working Conditions :			
Accident Hazards	May prove fatal	Five	25
Occupational Hazards	Nil		
	TOTAL POINTS		378

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Deputy Engineer (Electrical) **JOB NO. GTS-19**

2. Department : Power Station Operation.

*3. *Brief outline of primary duties.*—Takes charge of electrical control room and all electrical eduipments of power Station. Duties include controlling frequency of the system, regulating voltage and controls the load on outgoing feeders, inspects the switch yard where Power Transformers, Disconnects, are situated. Checks up generators before initial starting and synchronises the generators to system. Routine check of entire power station equipments once during the shift.

4. Source of Supervision : Shift charge Engineer.

5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical Engineering	Six	108
Training or Pre-employment experience.			
Experience	1 to 2 years	Three	66
Mental Skill :			
Judgement and Interpretation .	While synchronising alternative into the system directing network operations.	Five	50
Variety	Routine		
Plan and Control . . .	Allocates the work to his staff		
Initiative	In restoring supply in case of failure.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency . .	Alternatively sitting and standing		
Mental and/or Visual Effort :			
Calculations	Calculates power consumed by auxiliaries & other calculations of complex nature.	Six	42
Reading	Blue prints, Network diagrams		
Writing	Log book		
Memorising	Network diagrams & the system		
Alertness	While attending faults, line clears		
Closeness			
Eye-hand Co-ordination . .	While synchronising the alternators		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in considerable damage to equipments.	Six	30
Quality	Responsible for proper operation of electrical equipment.		
Records	Nil		

APPENDIX J—(*Contd.*)

Factor	Description	Degree	Points
For Tools and Equipment . .	Megger, Voltmeter, Ammeter Clip on ammeter	Three	15
For Other's Work :			
Team work	Works alone	Three	24
Supervision	The work of plant operators Attendants about 8		
For Other's safety	May get shocks due to low voltage	Three	21
Working Conditions :			
Disagreeableness	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards	May get shocks due to low voltage	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		384

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Deputy Engineer (Civil) **JOB NO. GTS-20**
2. Department : Circle Office.
3. **Brief outline of primary duties* —Survey of transmission lines, foundations & erections. Construction of substations and buildings (Office & residential). Framing of estimates, preparation of tender specification for civil work. Supervision of construction of major power station buildings. General maintenance of colony buildings, sub-station buildings, power house buildings. Supervision of work of contractors. Preparation of bills, recording of measurements for work executed.
4. Source of Supervision : Executive/Superintending Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Civil Engineering or diploma in Civil Engineering with 4 to 5 years experience.	Sixth	108
Training or Pre-employment experience.	. .		
Experience	Nil	First	22
Mental skill :			
Judgement and Interpretation .	In case of foundation, alignments, interpretation required in recording measurements.		
Variety	Routine but variety of jobs		
Plan and Control . . .	In allocating work to staff	Sixth	60
Initiative	Suggests alternative materials, routes of transmission lines.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Second	16
Posture and frequency . .	Mostly standing, walking		
Mental and/or Visual Effort :			
Calculations	For design of civil works		
Reading	Blue prints, manuals etc.		
Writing	Reports, measurements		
Memorising	Weight of steel, cement ratios etc.	Sixth	42
Alertness	In climbing chimney and other structures		
Closeness			
Eye-hand Co-ordination . .			
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Inadequate supervision may result in failure of structures may involve rework.	Sixth	30
Quality	In case of works executed		
Records	Measurement books, standard designs, Material registers.		

APPENDIX J—*contd.*

Factors	Description	Degree	Points
For Tools and Equipment . .	Care in use of dummy levels and Theodolite	Fourth	20
For Other's Work :			
Team work	Works alone	Third	24
Supervision	Technical Assistant, Mistry		
For Other's safety	Injuries may be of nature of fracture of limbs	Fourth	28
Working Conditions :			
Disagreeableness. . . .	Mostly outdoor subjected to weather condition generally dusty condition.	Fourth	20
Working Conditions :			
Accident Hazards . . .	May result in fracture or loss of limb		
Occupational Hazards. . .	Nil	Third	15
	TOTAL POINTS .		385

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTS-21

1. Job Designation : Deputy Engineer
2. Department : Sub-Station.
3. **Brief outline of primary duties.*—Operation and maintenance of 66 KV Sub-station equipments and transmission lines. Supervises and allocates work to different categories of staff. In-charge of the section and responsible for giving line clears, attends faults, consumer complaints of electrical system of colony.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical or Mech. Engineering or Diploma in Elec. Engineering with 4 to 5 years experience.	Sixth	108
Training or Pre-employment experience	. .		
Experience	4 to 5 years in case of Diploma holders	First	22
Mental Skill :			
Judgement and Interpretation .	Attending faults, consumer complaints. Interpretes interruption reports.		
Variety	Variety of jobs	Sixth	60
Plan and Control . . .	Allocates work to his staff		
Initiative	In handling faults, consumer complaints		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Second	16
Posture and frequency . .	Sitting and standing alternatively		
Mental and/or Visual Effort :			
Calculations	Mathematical calculation relating to line losses etc.	Sixth	42
Reading	Blue prints		
Writing	Letters, reports		
Memorising	Sequence of operations of sub-stations		
Alertness	While testing equipments		
Closeness			
Eye-hand Co-ordination . .	While testing equipment		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May lead to interruption and consequent loss in revenue	Sixth	30
Quality	To the extent service rendered to consumer		
Records	Test reports, Maintenance register		

APPENDIX J—*contd.*

Factor	Description	Degree	Points
For Tools and Equipment . . .	Care in use of instruments like Ammeter, voltmeter megger.	Third	15
For Others' Work :			
Team work	Works alone	Fourth	32
Supervision	Supervises Technical Assistant Linemen, helpers-23		
For Other's Safety	May cause injuries such as burns, fracture and prove fatal.	Third	21
Working Conditions :			
Disagreeableness. . . .	Outdoor work occasionally subjected to weather conditions.	Third	15
Working Conditions :			
Accident Hazards . . .	May prove fatal	Five	25
Occupational Hazards . .	Nil		
	TOTAL POINTS .		386

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Foreman **JOB NO. GTS-22**
2. Department : Electrical
3. **Brief outline of primary duties.*—Collects defect reports from shift Charge Engineer for the previous day and arranges to rectify them in order of priority with the help of groups of technicians. Carries out routine checks on air-conditioning plant once a week and attends to changing of brushes on generators. Attends line clear jobs of electrical equipments connected with boilers, turbines and other associated auxiliaries. Plans routine checks on all elected equipments supervises group of technicians.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Ability to read and write regional language and English	Four	72
Training or Pre-employment experience.	Certificate course in Electrical Engg.		
Experience	3 to 4 years	Four	88
Mental Skill :			
Judgement and Interpretation .	In adjusting dampers and throttle of Air conditioning plant checking current on motors checking bearings of motors.		
Variety	Variety of jobs		
Plan and Control . . .	Allocates and checks the work of his staff	Fifth	50
Initiative	Locating defects of equipment		
Effort—Physical effort :			
Resistance overcome and frequency	Light	Second	16
Posture and frequency . .	Mostly standing, walking, bending		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Five	35
Reading	Blue prints, instruments, annunciator panels		
Writing	Daily work report		
Memorising	. .		
Alertness	While testing and working on live		
Closeness	. .		
Eye-hand Co-ordination . .	While taking lead readings		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may damage costly equipment	Five	25
Quality	Responsibility for quality, mostly no final inspection		
Records	History sheets maintenance		

APPENDIX J—*contd.*

Factors	Description	Degree	Points
For Tools and Equipment	Clip-on ammeter, megger, avometer, Hydraulic Jacks	Three	15
For Other's Work :			
Team work	Works alone	Four	32
Supervision	Supervises group of technicians, helpers, numbering 30.		
For Other's Safety	Injuries may be in nature of deep cuts, spreading etc.	Three	21
Working Conditions :			
Disagreeableness	Average workshop conditions surroundings very hot. Noir distracts the work.	Four	20
Working Conditions :			
Accident Hazards	Injuries may be in nature of deep cuts burns due to electric shocks.		
Occupational Hazards	Nil	Three	15
	TOTAL POINTS		389

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Deputy Engineer (Shift) **JOB NO. GTS-23**
2. Department : Power Station.
3. **Brief outline of primary duties.*—Takes the charge of station of 67·5 MW capacity during the shift. Responsible for efficient runing of power station and maintainng reliability of supply. General supervision over operators, mechanic-helpers numbers about 40, starting and stopping of machines and carries out emergency operation.
4. Source of Supervision : Assistant Power Station Superintendent.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical or Mechanical Engineering	Six	108
Training or Pre-employment experience.	..		
Experience	2 to 3 years	Four	88
Mental Skill :			
Judgement and Interpretation	In carrying out emergency operation. Stopping of machines.		
Variety	Routine	Six	60
Plan and Control	Allocates and checks the Works of the Staff		
Initiative	In maintaining reliability of supply.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency	Alternatively sitting, standing, walking		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations of complex nature		
Reading	Drawings, instruments		
Writing	Log book, other reports	Six	42
Memorising	Sequence of operations		
Alertness	In carrying out emergency operations		
Closeness			
Eye-hand Co-ordination	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in stoppage of station	Six	30
Quality	Responsible for station operation		
Records	Operation records		

APPENDIX J—*contd.*

Factors	Description	Degree	Points
For Tools and Equipment	Nil	One	5
For Other's work :			
Team work	Works alone	Four	32
Supervision	Supervises directly assistant Shift Engineer and general Supervision.		
For Other's safety	Nil	One	7
Working Conditions :			
Disagreeableness.	Average workshop condition	One	5
Working Conditions :			
Accident Hazards	Minor nature	One	5
Occupational Hazards	Nil		
	TOTAL POINTS		390

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Deputy Engineer. **JOB NO. GTS-24**
2. Department : Distribution.
3. **Brief outline of primary duties.*—In charge of a sub-division, operation and maintenance of transmission lines sub-station equipments responsible for maintaining continuity of supply, attending faults wherever required Consumer complaints regarding billing, meters are attended, Supervises and controls the line staff. Administrative work connected with above and control over office staff, maintains good public relations. Arranges materials from stores for line work. Correspondence with higher authorities.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical & Mechanical Engineering or Diploma holders in Engineering with 4 to 5 years experience.	Sixth	108
Training or Pre-employment experience.	. .		
Expereicne	Nil	First	22
Mental skill :			
Judgement and Interpretation .	In repairs to faulty lines, in selecting location for a sub-station, service line routes .	Sixth	60
Variety	Routine but variety of jobs		
Plan and Control . . .	Allocates the work to staff		
Initiative	In case of restoring of power, detecting pilferage of power.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Second	60
Posture and frequency . .	Alternatively sitting and standing		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations of complex nature	Sixth	42
Reading	Blue prints		
Writing	Letters, reports		
Memorising	Tariff rates, service charges while testing the equipments.		
Alertness	. .		
Closeness	. .		
Eye-hand Co-ordination . .	Required while taking readings		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May cause interruption of power to consumer and consequent loss in revenue.	Sixth	30
Quality	For maintaining high degree of efficiency for the section.		
Records	Agreements, and many records		

APPENDIX J—*contd.*

Factors	Description	Degree	Points
For Tools and Equipment	Ammeters, voltmeters, meggers, clip on meters	Third	15
For Others' Work :			
Team work	Works alone	Fifth	40
Supervision	Tech. Assistant, Jr. Clerks, Sr. Clerks and line staff-67		
For Other's Safety	Injury may be nature of deep burns, fracture etc.	Third	21
Working Conditions	Average office condition		
Disagreeableness	Outdoor work involves travelling	Third	15
Working Conditions :			
Accident Hazards	May prove fatal	Fifth	25
Occupational Hazards	Nil		
	TOTAL POINTS		394

1. Job Designation : Senior Foreman. **JOB NO. GTS--25**
2. Department : Workshop.
3. **Brief outline of primary duties.*—Receive work orders from Power Station for jobs on welding, machining, casting etc. Arranges to allocate jobs as per priority fixed to his staff. Materials are arranged for various jobs. Jobs received are of precision as well as heavy duty nature. Suggests alternatives on various workshop jobs. Administrative duties include handling leave applications, materials requisition etc. General supervision over workshop staff.
4. Source of Supervision : Workshop engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	S. S. C.		
Training or Pre-employment experience.	Certificate Course in Mechanical Engineering	Four	72
Experience	Above 5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	In allocating jobs as per priority in ascertaining tolerances of components	Five	50
Variety	Variety of jobs		
Plan and Control . . .	Allocates & checks the work of his staff		
Initiative	In selecting proper materials, suggesting alternative		
Effort—Physical effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency . .	Mostly, standing walking		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations of somewhat complex nature.		
Reading	Drawings, conversion tables	Five	35
Writing	Daily work reports		
Memorising	Tolerances for machining		
Alertness	Not much		
Closeness	. .		
Eye-hand Co-ordination . .	While checking alignments, checking precision components.		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper work may result in damage to components		
Quality	Mostly responsible for quality of work. Sometimes final inspection is done.	Five	25
Records	Drawings, work order register		

APPENDIX J—*contd.*

Factors	Description	Degree	Points
For Tools and Equipment	Micrometer, dial gauges, Vernier.	Three	15
For Others' Work :			
Team work	Works alone		
Supervision	Supervises, Turner, Fitter, Welder, Helpers about 45	Five	40
For Other's Safety	May result in deep cuts	Three	21
Working Conditions	Average workshop conditions		
Disagreeableness	Noise has distracting effect on the job	Second	10
Working Conditions :			
Accident Hazards	May result in cuts, burns, dislocation of joints etc.		
Occupational Hazards	Nil	Two	10
	TOTAL POINTS		396

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTS-26

1. Job Designation : Senior Foreman.
2. Department : Services.
3. **Brief outline of primary duties.*—Maintenance of equipments situated in switch yard of Power Station. Duties include maintenance of transformers, disconnect switches, Lightning arrestors. Inspection of 132 KV lines upto distance of 35 miles by vehicle. Maintenance work such as stringing of lines, changing insulators on transmission and sub-transmission lines of 132 KV, 33 KV, 11 KV.
4. Source of Supervision : Senior Deputy Engineer (Services).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Desciption	Degree	Points
Skill :			
Education	Ability to read and write English		
Training or Pre-employment experience.	Certificate in Elec. Engineering or First Class Supervisors certificate.	Four	70
Experience	5 Years	Five	110
Mental Skill :			
Judgement and Interpretation	In carrying out repairs to transformers, stringing of transmission lines.		
Variety	Variety of jobs	Four	40
Plan and Control	Allocates and checks the work of his staff		
Initiative	In doing quick repairs to transmission lines in case of fault.		
Effort—Physical effort :			
Resistance overcome	Light	Two	16
Posture and frequency :	Mostly standing, walking Occasionally climbing of towers.		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations		
Reading	Drawings, ammeters, voltmeters	Four	28
Writing	Daily work report		
Memorising	Nil		
Alertness Closeness	While unloading heavy equipment, erection of towers		
Eye-hand Co-ordination	In stringing of lines, checking vibration of lines		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Delay in executing repairs may cause more interruption of power leading to loss of revenue.	Five	25
Quality	Responsible for quality of work		
Records	Nil		

APPENDIX J—*contd.*

Factor	Description	Degree	Points
For tools and Equipment	Megger, oil testing test etc.	Three	15
For Others' Work :			
Team work	Works alone	Four	32
Supervision	Supervises the work of Line Inspectors helpers numbering about 22.		
For Other's Safety	May result in loss of limb	Four	28
Working Conditions :			
Disagreeableness	Mostly outdoor subjected to weather condition. Occasional travelling in vehicle.	Three	15
Working Conditions :			
Accident Hazards	May result in fracture	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		396

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Deputy Engineer (Operation). **JOB NO. GTS-27**
2. Department : Mechanical-Operation.
3. **Brief outline of primary duties.*—Duties fall mainly in two categories :
   (a) Control room—Operates the entire controls of two boilers of 90 Kg/cm^2 at super heater and regulates fuel, water etc., has to carry out starting and emergency operations whenever required. Also keeps watch on operation of turbine.
   (b) Plant—Checks up all Boiler operation and its associated auxiliary during the shift. Prepares boilers and turbines for starting operations. Controls two boilers and two turbines (62·5 mW) entirely. Guidance of shift charge engineer is available . Maintains the purity of hydrogen used for cooling of turbo alternators.
4. Source of Supervision : Shift Charge Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Mechanical or Electrical Engineering	Six	108
Training or pre-employment experience.	. .		
Experience	About 2 years	Three	66
Mental Skill :			
Judgement and Interpretation .	In controlling the operation of boiler as regards condition of steam pressure, temperature data such as vibration on turbine	Five	50
Variety	Routine but variety of jobs		
Plan and Control . . .	Allocates and checks work of staff		
Initiative	In carrying out emergency operations		
Effort—Physical effort :			
Resistancy overcome and frequency	Light	Two	16
Posture and frequency . .	Alternatively standing and sitting and walking		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations of complex nature	Six	42
Reading	Blue prints, instruments		
Writing	Log Sheet		
Memorising	Sequence of operations		
Alertness	While carrying out emergency operations		
Closeness	While reading pressure gauges, recordrs		
Eye-hand Coordination . .	While operating auto controls on boilers and turbines		
Responsibility for Materials and /or Operation :			
Consequence of one defective action	Improper action may result in considerable damage to plant	Six	30
Quality	For controlling operation of H.P. Boilers		
Records	Nil		

APPENDIX J—*contd.*

Factors	Description	Degree	Points
For Tools and Equipment	Simple tools	One	5
For Others' Work :			
Team work	Works alone	Four	32
Supervision	Supervises plant operators, Plant Attendants numbering about 15 to 20		
For Other's Safety	May result in intense burns	Three	21
Working Conditions :			
Disagreeableness	Average workshop conditions subjected to excessive heat occasionally	Three	15
Working Conditions :			
Accident Hazards	May result in intense burns, fracture due to fall from height	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		400

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Chief Chemist. **JOB NO. GTS-28**
2. Department : Laboratory.
3. **Brief outline of primary duties.*—1. Checking Raw Water and treated Water—Supervision of Water treatment Plant-Maintaining proper chemical controls of feed water and boiler water. Feeding of chemical to boilers-Chemical analysis of samples of treated water, evaporate vapour, brine, condenser, feeds and boiler water.

   2. Fuel—Testing of samples of fuel oil from refinery, for density and O.F. value.

   3. Oil—Analysis of Turbine and boiler oil pump oils.

   In charge of analytical laboratory.
4. Source of Supervision : Efficiency Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	B.Sc., with Chemistry		
Training or Pre-employment experience.	. .	Five	90
Experience	15 years 5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	In interpreting the result of analysis and taking corrective action.		
Variety	Variety of jobs	Six	60
Plan and Control . . .	Allocates and checks the work of 15 employees		
Initiative	In suggesting new methods, and in taking corrective action promptly.		
Effort—Physical effort :			
Resistancy overcome and frequency	Light work	One	8
Posture and frequency . .	Alternatively sitting & standing		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations of complex nature		
Reading	Manuals, charts, log sheets		
Writing	Writing reports of analysis		
Memorising	Nil	Six	42
Alertness	While doing testing & measuring the result		
Closeness			
Eye-hand Coordination . .	While doing analysis		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to equipments	Six	30
Quality	Responsible for the quality of work and laboratory		
Records	Registers of analysis, log books		

APPENDIX J—*contd.*

Factors	Description	Degree	Points
For Tools and Equipment . .	Ordinary laboratory instruments precision weighment. P.H. meters.	Three	15
For Others' Work :			
Team work	Works alone, Occasionally in team	Three	24
Supervision	Supervises the work of 15 employees		
For Other's Safety	May result in burns due to acid and other chemicals	Three	21
Working Conditions :			
Disagreeableness	Average workshop condition	One	5
Working Conditions :			
Accident Hazards . . .	Minor burns	One	5
Occupational Hazards . .	Nil		
	TOTAL POINTS .		410

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTS-29

1. Job Designation : Senior Deputy Engineer.
2. Department : Coal and oil handling plant.
3. **Brief outline of primary duties*.—Responsible for proper upkeep and maintenance of coal handling and oil handling plant equipments. Arranges for unloading of oil and coal-wagons and to ensure that continuity of supply is maintained. Maintains levels of oil tanks etc. Maintains liaison with Railway and Excise departments.

   Functions as Section-in-Charge.
4. Source of Supervision : Executive Engineer (Boilers).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical or Mech. Engineering. Diploma with experience.	Six	108
Training or Pre-employment experience.	. .		
Experience	4 to 5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	In filling up coal bunkers, oil tanks	Five	50
Variety	Variety of jobs		
Plan and Control . . .	Allocates and controls work of his staff		
Initiative	In arranging fuel supplies at proper time		
Effort—Physical effort :			
Resistance overcome and frequency	Light	One	8
Posture and frequency . .	Mostly standing, walking, sitting occasionally		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations sometimes of complex nature.	Five	35
Reading	Chart		
Writing	Reports etc.		
Memorising	. .		
Alertness	. .		
Closeness	Nil		
Eye-hand Coordination . .	Nil		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	His non-vigilance may cause fire hazards in the section	Six	30
Quality	Responsible for proper functioning of his section		
Records	Receipts and issues of fuels		

APPENDIX J—*contd.*

Factors	Description	Degree	Points
For Tools and Equipment	Nil	One	5
For Others' Work :			
Team work	Works alone	Four	32
Supervision	Supervises about eight persons		
For Other's Safety	May result in fracture, loss of limb	Four	28
Working Conditions :			
Disagreeableness	Mostly outdoor subjected to weather conditions	Three	15
Working Conditions :			
Accident Hazards	May result in fracture if slips on slippery oil surface	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		436

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Assistant Shift Charge Engineer **JOB NO. GTS-30**
2. Department : Power Station operation.
3. **Brief outline of primary duties.*—Assists shift charge Engineer in proper running of large power station 250 MW. Consisting of large turbo-generators, turbine and high pressure boilers. Carries out inspection of station during the shift, and emergency operation in case of breakdowns, General supervision over shift operators., attendants, helpers etc. Duties include to some extent training of new operators. Checks whether protective devices fixed are in order and reports the defects.
4. Source of Supervision : Shift Charge Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in electrical or mechanical engineering	Six	108
Training or Pre-employment experience.	. .		
Experience	Five years	Five	110
Mental Skill :			
Judgement and Interpretation .	In ascertaining general condition of pcwer station. Interprets readings taken.	Six	60
Variety	Routine but variety of jobs		
Plan and Control . . .	Allocates and checks the work to his staff		
Initiative	In directing emergency operations		
Effort—Physical Eoffrt :			
Resistance overcome and frequency	Light	One	8
Posture and frequency . .	Alternatively standing, walking & sitting		
Mental and/or Visual Effort :			
Calculations	Mathematical calculation of complex nature		
Reading	Instruments, drawings		
Writing	Nil		
Memorising	Sequence of operation	Six	42
Alertness	In directing emergency operations		
Closeness . . . . Eye-hand Coordination .	In opening of valves in case of emergency		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May result in damage to power station equipments	Six	30
Quality	For maintaining reliability of supply		
Records	Nil		

APPENDIX J—*contd*·

Factors	Description	Degree	Points
For Tools and Equipment . .	Nil	One	5
For Other's Work :			
Team work	Works alone	Five	40
Supervision	Supervises the work of Technicians, Operators numbering about 60.		
For Other's Safety	May result in burns due to steam or acid, dislocation of joint.	Three	21
Working Conditions :			
Disagreableness	Average workshop conditions Excessive heat occasionally.	One	5
Working Conditions :			
Accident Hazards . . .	Minor cuts, burns due to steam	Two	10
Occupational Hazards . .	Nil		
	TOTAL POINTS .		439

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

J1. ob Designation : Sr. Deputy Engineer **JOB NO. GTS-31**

2. Department : Instruments.

3. **Brief outline of primary duties.*—Responsible for the maintenance of all pneumatic, mechanical and electrical equipments of the plant, collects defect reports for operational staff and arrange for rectification. Annual maintenance programme of instruments, General supervision of the staff working in the section.

4. Source of Supervision : Executive Engineer (Instruments)

5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical & Mech. Engineering	Six	108
Training or pre-employment experience.	..		
Experience	5 years	Five	110
Mental Skill :			
Judgement and Interpretation	In finding out defects in the instruments	Six	60
Variety	Variety of jobs		
Plan and Control	Plans the work of the section Allocates the work to tradesman.		
Initiative	In taking advance action for repair to the auto-controls		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency	Continuously walking, standing		
Mental and/or Visual Effort :			
Calculations	Simple mathematical calculations	Six	42
Reading	Drawings, pipe lines		
Writing	Daily and monthly reports		
Memorising	Calibration of valves		
Alertness Eye-hand Coordination	In handling precision instruments In carrying out repairs to instruments		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	May damage the precision instruments	Six	30
Quality	Responsible to the quality of work. Final inspection is occasional.		
Records	Maintains record of equipments		

APPENDIX J—*contd.*

Factors	Description	Degree	Points
For Tools and Equipment	Handles precision tools	Five	25
For Others' Work :			
Team work	Works alone	Three	24
Supervision	The work of 11 tradesman		
For Other's Safety	Deep cuts, may fall down	Three	21
Working Conditions :			
Disagreeableness	Average workshop conditions	One	5
Working Conditions :			
Accident Hazards	Minor injuries such as cuts, bruises, foreign particle in the eye etc.	One	5
Occupational Hazards	..		
	TOTAL POINTS		446

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Deputy Engineer (Hot Line). **JOB NO. GTS-32**
2. Department : O & M.
3. **Brief outline of primary duties*:—Maintenance of overhead lines upto 220 kV and specially carry out works on live lines such as washing of insulators, putting jumpers and all works connected with O.H. lines.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical Engg. or Diploma with experience	Six	108
Training or Pre-employment experience.	Special training in hot line working (for six months)		
Experience	1 to 2 years for degree, 6 years and above for Diploma	Three	66
Mental Skill :			
Judgement and Interpretation .	In adjusting tools for working on live lines, ensure proper clearness.	Sixth	60
Variety	Routine		
Plan and Control . . .	Allocates and checks the work of his staff		
Initiative	In completing repairs before monsoon		
Effort—Physical Effort :			
Resistance overcome and frequency	Occasionally handles medium weight	Four	32
Posture and frequency . .	Climbing the towers and working in awkward postures		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations of simple nature		
Reading	Nil		
Writing	Reports, returns		
Memorising	Sequence of operation on H.L. work while working on live lines.	Five	35
Alertness			
Closeness			
Eye-hand Coordination . .	While removing insulators, fixing it back		
Responsibility for Materials and/or Operation :			
Consequence of one defective action	Improper action my result in damage to costly tools	Six	30
Quality	Fully responsible for quality of work		
Records	Maintenance records		

APPENDIX J—*contd.*

Factor	Description	Degree	Points
For Tools and Equipment . .	Special hot line tools	Five	25
For Others' Work :			
Team work	Team work	Three	24
Supervision	Directly supervises five persons		
For Other's Safety	May lead to loss of limb and in some case it may prove fatal.	Five	35
Working Conditions :			
Disagreeableness . . .	Mostly outdoor subjected to weather conditions	Three	15
Working Conditions :			
Accident Hazards . . .	May lead to loss of limb and fatal in some cases		
Occupational Hazards . .	Nil	Five	25
	TOTAL POINTS .		455

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GTS-33

1. Job Designation : Senior Deputy Engineer
2. Department : Electrical.
3. **Brief outline of primary duties.*—Planning-maintenance of all electrical equipments such as generators, motors transformers and various other drives of thermal Power Station. Attends to faults of electrical equipment in case of emergency. Post involves administering the section.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical Engineering or Diploma in Elect. Engineering with considerable experience.	Six	108
Training or Pre-employment experience.	. .		
Experience	4 to 5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	In case of repairs to electrical equipments in deciding location.	Five	50
Variety	Variety of jobs		
Plan and Control . . .	Allocates and checks the work of his staff		
Initiative	In case of repairs due to emergency		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . .	Mostly standing, walking		
Mental and/or Visual Effort :			
Calculations	Mathematical calculations of complex nature		
Reading	Blue prints		
Writing	Drafting, writing	Six	42
Memorising	. .		
Alertness	While testing relays		
Closeness			
Eye-hand Co-ordination . .	In use of stop watch while testing relays		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in damage to costly equipments.	Six	30
Quality	Responsible for proper functioning of his section		
Records	History sheets, maintenance records		

APPENDIX J—*contd.*

Factor	Description	Degree	Points
For Tools and Equipment	Relay testing set, megger, volt meter	Three	15
For Others' Work :			
Team work	Works alone	Five	40
Supervision	Supervises about 50 persons in his section		
For Other's Safety	May lead to shocks	Three	21
Working Conditions :			
Disagreeableness	Average workshop condition	Two	10
Working Conditions :			
Accident Hazards	May result in burns due to electric shocks	Three	15
Occupational Hazards	Nil		
	TOTAL POINTS		457

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Sr. Deputy Engineer. **JOB NO. GTS-34**
2. Department : Services
3. **Brief outline of primary duties.*—Distributing the work to the line staff working outside power station. Arranges for material for Stores for repairs and maintenance of line 132 kV, 33 kV, 11 kV, 400 volts distribution transformer switch yard. Internal wiring of colony (H.V.) street lights of the colony. Alteration and maintenance. Inspection of materials as regards its technical specification. Indent of material required.
4. Source of Supervision : Executive Engineer (Electrical)
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Electrical Engineering	Six	108
Training or Pre-employment experience.			
Experience	5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	Planning repair work—Distributing the work to the staff.	Five	50
Variety	Variety of jobs		
Plan and Control . . .	Plans the work of maintenance		
Initiative	In suggesting alternative course of action—quick repairs in case of breakdowns.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light work	Two	16
Posture and frequency . .	Mostly outdoor work, standing, walking		
Mental and/or Visual Effort :			
Calculations	Nil		
Reading	Nil		
Writing	Reports of work carried out	Five	35
Memorising	Nil		
Alertness	Required in case of line clear jobs		
Closeness	Nil		
Eye-hand Co-ordination . .	In testing of equipments		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may lead to damage to equipment	Six	30
Quality	Responsible for quality of work		
Records	. .		

APPENDIX J—*contd.*

Factor	Description	Degree	Points
For Tools and Equipment . .	Megger, Avo meter, voltmeter	Three	15
For Others' Work :			
Team work	Works alone	Four	32
Supervision	Supervises the work of 30 tradesmen		
For Other's Safety	Responsible for the safety of line staff—Accident may prove fatal, fractures.	Five	35
Working Conditions :			
Disagreeableness. . . .	Mostly outdoor work subjected to weather conditions	Three	15
Working Conditions :			
Accident Hazards . . .	Low voltage shocks	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		461

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Deputy Engineer **JOB NO. GTS-35**
2. Department : Turbine.
3. *_Brief outline of primary duties._—Supervises the work of turbine maintenance in power station. Allocates and checks the work of technicians engaged on turbine maintenance. Planning the preventive maintenance of turbines, its auxiliaries and C. W. pump house.

   Attends and directs major breakdown jobs.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Mechanical Engineering or Diploma in Mech. Engineering with considerable experience.	Six	108
Training or Pre-employment experience.			
Experience	4 to 5 years	Five	110
Mental Skill :			
Judgement and Interpretation .	Adjustment of blade clearances, alignment, repairs to bearings etc.		
Variety	Variety of jobs		
Plan and Control . . .	Allocates and checks the work of his staff	Six	60
Initiative	Suggests alternatives in use of tools and materials		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency . .	Mostly standing, walking, bending		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations		
Reading	Blue-prints of complex nature	Six	42
Writing	Monthly and daily reports		
Memorising	..		
Alertness	In case of turbine overhauling		
Closeness	While checking blade clearances etc.		
Eye-hand Co-ordination . .	In lowering heavy materials with the help of crane		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in considerable damage to equipments.	Six	30
Quality	Fully responsible for quality of repairs to equipments		
Records	History sheets, maintenance records		

APPENDIX J—*contd.*

Factor	Description	Degree	Points
For Tools and Equipment	Micrometer, speedometer and other precision tools	Three	15
For Others' Work :			
Team work	Works alone	Five	40
Supervision	Supervises technicians numbering about 50		
For Other's Safety	May result in deep cuts, damage to finger toes.	Three	21
Working Conditions :			
Disagreeableness	Average workshop conditions, excessive heat on some occasions.	Three	15
Working Conditions :			
Accident Hazards	Injuries of minor nature	One	5
Occupational Hazards	Nil		
	TOTAL POINTS		462

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Deputy Engineer **JOB NO. GTS-36**
2. Department : Boiler.
3. **Brief outline of primary duties*.—Responsible for maintenance of H.P. boilers having working pressure of 92 kg/cm^2. Maintenance includes checking up all boiler parts such as tubes, stop valves and auxiliatics such as feed pumps, I.D. & F.D. fans. Air preheater. Attends to urgent repairs on Boilers in case of emergency. Line clears are arranged by him for maintenance work. Prepares boiler for annual inspection of boilers by Boiler Inspector. Inspection of spare parts received from suppliers. General supervision over Boiler staff.
4. Source of Supervision : Boiler Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Skill :			
Education	Degree in Mechanical or Electrical Engineering	Six	108
Training or Pre-employment experience.			
Experience	About 5 years	Five	110
Mental Skill :			
Judgement and Interpretation	In attending repairs to Boilers, interprets various data on Boiler operation.	Six	60
Variety	Variety of jobs		
Plan and Control	Allocates and checks work of his staff		
Initiative	In suggesting alternatives & quick repairs in case of emergency.		
Effort—Physical Effort :			
Resistance overcome and frequency	Light	Two	16
Posture and frequency	Mostly standing, walking, climbing		
Mental and/or Visual Effort :			
Calculations	Simple arithmetical calculations	Five	35
Reading	Drawings, sketches		
Writing	Daily work report, progress report		
Memorising	Nil		
Alertness	In carrying out tests of boilers		
Closeness			
Eye-hand Coordination	In attending to safety valves		
Responsibility for Materials and/or Operation :			
Consequence of one defective action.	Improper action may result in considerable damage to boilers.	Six	30
Quality	Mostly responsible for quality of work. Final inspection sometimes.		
Records	History sheets of boiler, maintenance records		

APPENDIX J—*contd.*

Factor	Description	Degree	Points
For Tools and Equipment . .	Uses micrometer, dial gauges	Three	15
For Others' Work :			
Team work	Works alone	Five	40
Supervision	Supervises work of technicians, helpers numbering 35		
For Others' Safety	May get intense burns, due to steam & acid. Dislocation of joint.	Three	21
Working Conditions . . .	Average workshop condition		
Disagreeableness . . .	Excessive heat occasionally dusty surroundings	Four	20
Working Conditions :			
Accident Hazards . . .	May get intense burns due to steam & acid. Dislocation of joint.	Three	15
Occupational Hazards . .	Nil		
	TOTAL POINTS .		470

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

Job Designation : Peon **JOB NO. GAC-1**

Department : Divisional Office.

**Brief outline of primary duties.*—Movements of papers in the office, attends calls from officers, dusting of tables and chairs, guides visitors.

Source of Supervision : Head Clerk.

Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
ducation	Ability to read and write regional language	First	20
Training	Nil		
xperience	Nil	One	20
omplexities of Duties :		One	16
Scope for Independent action	Nil		
Resource fulness	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
esponsibilities for Money/Operations :		One	10
Loss due to Incorrect action in Rs.	Nil		
Cash	Nil		
Materials/Valuables	Nil		
Confidential Data	Nil	One	10
Supervision :		First	10
Type of Supervision	Nil		
Number Supervised	Nil		
Contact with Others :		One	10
Scope and results of contact	Comes in contact with office staff		
Nature of contacts	Personal		
Working Conditions	Average office condition	Second	8
Distraction and the effects on the Job.	Nil		
Extent of outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		104

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Peon **JOB NO. GAC-**
2. Department : Head office.
3. **Brief outline of primary duties*.—Movement of papers and files from one section to the other, dusting an cleaning of tables, attends calls of officers, switches on and off lights and fans at the time of opening and closin of office respectively.
4. Source of Supervision : Supervised by Security Officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Point
Education	Ability to read and write Regional language		
Training	Nil	First	20
Experience	Nil	First	20
Complexities of Duties :			
Scope for independent Action	Nil		
Resourcefulness	Nil	First	16
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to Incorrect action Rs.	Nil		
Cash	Nil	First	1
Materials/Valuables	Nil		
Confidential data	Nil	First	1
Supervision :			
Type of Supervision	Nil	First	1
Number Supervised	Nil		
Contact with Others :			
Scope and results	Comes in contact with office staff	First	1
Nature of contacts	Personal		
Working Conditions	Average office conditions	Second	
Distraction and the effects on the job.	Nil		
Extent of outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		1

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GAC-3

1. Job Designation : Watchman
2. Department : Watch and Ward
3. **Brief outline of primary duties.*—Mans the gate takes the charge from the previous duty of the watchman. Checks the gate passes. Maintains the register of incoming and outgoing vehicles—Patrolling the assigned area when not at gate.
4. Source of Supervision : Security Inspector.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Reading and writing of Regional language. Knowledge of English, Police or Military type of training.	Two	40
Experience	2 months	One	20
Complexities of Duties :		One	16
Scope for Independent Action	In detaining person on suspicion		
Resourcefulness	In detecting vehicles without Gate pass		
Interpretation	Nil		
Planning	Nil		
Decision	In detaining the suspect		
Responsibilities for Money/Operations :		Two	20
Loss due to Incorrect action in Rs.	May lead to pilferage of materials		
Cash	Nil		
Materials/Valuables	Nil		
Confidential data	Nil	One	10
Supervision :		One	10
Type of Supervision	Nil		
Number Supervised	Nil		
Contact with Others :		Two	20
Scope and results of contact	Comes in contact with public visitors, employees		
Nature of contacts	Personal and telephonic		
Working Conditions :	Average office conditions	Two	8
Distraction and the effects on the Job.	Nil		
Extent of outside work	Negligible		
Accident Hazards	Nil		
	TOTAL POINTS		144

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GAC-4.

1. Job Designation : Armed Guard
2. Department : Watch and Ward.
3. **Brief outline of primary duties.*—Mans entrance gate of the power House. Maintain the register of incoming and outgoing vehicles, obtain the signature of driver—checks gate passes—Detains vehicles for search—Patrolls an assigned area when not at gate. Handles rifle provided by the board—keeps the account of ammunation.
4. Source of Supervision : Security Inspector.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Ability to read and write regional language, English to some extent.	Two	40
Training	Police or Military type of training.		
Experience	2 months	One	20
Complexities of Duties :			
Scope for Independent action	Nil		
Resourcefulness	Use of rifle on occasions to be decided by him	One	16
Interpretation	Nil		
Planning	Nil		
Decision	To shoot if the suspect is trying to escape		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	May result in pilferage of materials		
Cash	Nil	Two	20
Materials/Valuables	Handles rifle		
Confidential data	Nil	One	10
Supervision :			
Type of Supervision	No scope	One	10
Number Supervised	..		
Contact with Others :			
Scope and results of contact	With Public, visitors and employees	Two	20
Nature of contacts	Personal and Telephonic		
Working Conditions :			
Distraction and the effects on the Job.	Mostly outdoor	Five	20
Extent of outside work	Mostly outdoor and standing		
Accident Hazards	Improper handling of rifle may lead to dislocation of joints. Misfiring of rifle may prove fatal.		
	TOTAL POINTS		156

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*) JOB NO. GAC-5

. Job Designation : Daftary

.. Department : Head Office.

. **Brief outline of primary duties.*—Files papers in proper files, physical maintenance of files inwards the mail, collects registered A.D. slips and handels them over to respective sections, prepares envelopes for despatch of mail and stamps the addresses on the envelope.

. Source of Supervision : Superintendent, Head clerk.

. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Ability to read and write regional language	First	20
Training	Nil		
Experience	3 to 4 years as peon	Four	80
Complexities of Duties :			
Scope for Independent Action .	Physical maintenance of files	First	16
Resourcefulness . . .	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibility for Money/Operation :			
Loss due to incorrect action .	Nil	Fitst	10
Cash	Nil		
Materials/Valuables . . .	Nil		
Confidential Data . . .	Nil	First	10
Supervision :			
Type of Supervision . .	Nil	First	10
Number Supervised . . .	Nil		
Contact with Others			
Scope and results of contact .	Nil	First	10
Nature of contacts . . .	Nil		
Working Conditions :	Average office condition	Second	8
Distraction and the effects on the Job.	Nil		
Extent of Outside work . .	Nil		
Accident Hazards . . .	Nil		
	TOTAL POINTS .		164

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GAC-6

1. Job Designation : Daftary
2. Department : Divisional office.
3. ****Brief outline of primary duties.***—Filing of papers in proper files, physical maintenance of files.
4. Source of Supervision : Head clerk.
5. Supervisor's comments : Concurs with the duties listed abve.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Ability to read and write regional language		
Training	Nil	First	20
Experience	3 to 4 years as peon	Four	80
Complexities of Duties :			
Scope for independent action	Physical maintenance of files	First	16
Resourcefulness	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibility for Money Operations :			
Loss due to Incorrect action in Rs.	Nil	First	10
Cash	Nil		
Materials/Valuables	Nil		
Confidential Data	Nil	First	10
Supervision :			
Type of Supervision	Nil	First	10
Number Supervised	Nil		
Contact with Others :			
Scope and results of contact	Nil	First	10
Nature of contacts	Nil		
Working Conditions :	Average office condition		
Distraction and the effect on the Job.	Nil		
Extent of outside work	Nil	Second	8
Accident Hazards	Nil		
	TOTAL POINTS		164

APPENDIX J—*(Contd.)*

GUJARAT ELECTRICITY BOARD—*(Contd.)*

1. Job Designation : Typist **JOB NO. GAC-7**
2. Department : Secretariat
3. **Brief outline of primary duties.*—Typing of letters and statements from manuscripts as well as from printed forms.
4. Source of Supervision : Head Typist.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Training in typing with minimum speed of 40 w.p.m.	Third	60
Experience	Nil	First	20
Complexities of Duties :			
Scope for Independent Action	Correcting some minor errors like spelling etc.	Second	32
Resourcefulness	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Nil		
Cash	Nil	Second	20
Materials/Valuables	Proper up-keep of typing machine and reporting defects, if any.		
Confidential Data	Nil	One	10
Supervision :			
Type of Supervision	Nil	One	10
Number Supervised	Nil		
Contact with Others :			
Scope and results of contact	Contacts mainly employees of section or department	One	10
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition		
Extent of outside work	Nil	Second	8
Accident Hazards	Nil		
	TOTAL POINTS		170

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Asstt. Store Keeper JOB NO. GAC-8
2. Department : Stores
3. **Brief outline of primary duties*:—Issue and receipt of materials posting in Ledger and maintenance of bin cards, arranges for loading and unloading of materials such as steel, cement, correspondence work.
4. Source of Supervision : Stores Superintendent.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education :			
Training	S.S.C.	Two	40
Experience	Nil	One	20
Complexities of Duties:			
Scope for independent Action .	Identifying materials, locating breakages		
Resourcefulness . . .		Three	48
Interpretation	Nil		
Planning	Nil		
Decision	In rejecting broken tools		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	Incorrect entries may result in loss to the Board		
Cash	Nil	Two	20
Materials/Valuables . . .	Stores items		
Confidential Data . . .	Nil	One	10
Supervision :			
Type of Supervision . . .	Nil	One	10
Number Supervised . . .	Nil		
Contact with Others :			
Scope and results of contact .	With colleages and officers of the board for furnishing and obtaining information.	Two	20
Nature of contact . . .	Personal		
Working Conditions :			
Distraction and the effects on the Job	Average office conditions		
Extent of Outside work . .	Nil	Two	8
Accident Hazards . . .	Nil		
	TOTAL POINTS .		176

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Junior Clerk (Establishment) **JOB NO. GAC-9**
2. Department : Establishment Section.
3. **Brief outline of primary duties.*—Puts up drafts on confirmation, increment, extension, resignation maintenance of service books, maintenance of personal files.
4. Source of Supervision : Superintendent Establishment.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Nil	Second	40
Experience	Nil	First	20
Complexities of Duties :			
Scope for independent Action	Puts up increment notes to sanctioning authority drafting of simple letters.	Third	48
Resourcefulness	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to incorrect action in Rs.	Wrong entry in service book may lead to grant of more leave than due.	Second	20
Cash	Nil		
Materials/Valuables	Nil		
Confidential Data	Handles papers regarding confirmation Disclosure of which may affect the relation in section.	Three	30
Supervision :			
Type of Supervision	Nil	First	10
Number Supervised	Nil		
Contact with Others :			
Scope and results of contact	Comes in contact with employees of the section	First	10
Nature of contacts	Personal		
Working Conditions :	Average office conditions		
Distraction and the effects on the Job.	Nil	Second	8
Extent of outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		186

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Junior clerk **JOB NO. GAC-10**
2. Department : Sub-Division.
3. **Brief outline of primary duties*.—Checks bill collector's remittance chalan, maintains petty cash book, Suspense account registers, checking of triplicate money receipt books, Issue of L.T. agreement form, drafting of routine letters such tariff case, change of purpose etc.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Second	40
Training	Nil		
Experience	Nil	First	20
Complexities of Duties :			
Scope for Independent action	Drafts letters on routine matters such tariff cases, change of purpose etc.	Third	48
Resourcefulness	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to incorrect action in Rs.	Errors may be committed in writing petty cash book which can be detected at final stage.		
Cash	Nil	Third	30
Materials/Valuables	L. T. agreement forms		
Confidential data	Nil	First	10
Supervision :	Nil		
Type of Supervision	Nil	First	10
Number Supervised	Nil		
Contact with Others :			
Scope and results of contact	Comes in contact with consumer for issue of L.T. agreement forms. Comes in contact with employees of section.	Second	20
Nature of contacts	Personal		
Working Conditions	Average office conditions		
Distraction and the effects on the Job.	Nil	Second	8
Extent of outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		186

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Time Keeper **JOB NO. GAC-11**
2. Department : Establishment.
3. **Brief outline of primary duties.*—Time Keeping work, checks attendance cards, prepare overtime sheets, maintains casual leave register. Submission of returns as per factory rules, preparation of shift muster for staff working in power house, preparation of leave statement for staff.
4. Source of Supervision : Deputy Engineer (Adm.)
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Two	40
Training	. .		
Experience	Nil	One	20
Complexities of Duties :			
Scope for Independent action .	Preparing factory returns, overtime slips		
Resourcefulness . . .	. .		
Interpretation	Nil	Three	48
Planning	Allocates work to Asst. Time Keeper		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	Marking attendance incorrectly may result in loss		
Cash	Nil	Two	20
Materials/Valuables . . .	Nil		
Confidential data . . .	Nil	One	10
Supervision :			
Type of Supervision . . .	Supervises Astt. Time Keepers	Two	20
Number Supervised . . .	3		
Contact with Others :			
Scope and results of contact .	With employees and officers of the Board	Two	20
Nature of contacts . . .	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office conditions	Two	8
Extent of Outside work . .	Nil		
Accident Hazards . . .	Nil		
	TOTAL POINTS .		186

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Telephone Operator **JOB NO. GAC-12**
2. Department :
3. **Brief outline of primary duties.*—Attends enquiry counter for half day and guides visitors to proper person. Maintains register. Attends PBX board. Receives calls from outside, connects to various officers of the Company. Trunk call register maintains, receives and transmits phonograms. Verifies telephones bills every month, transmits local and trunk call messages.
4. Source of Supervision : Secretary.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Training in P.B.X. board operation 5-50 extensions	Third	60
Experience	Nil	First	20
Complexities of Duties :			
Scope for Independent Action	In connecting calls to various officers of the company urgently using his own judgement	Second	32
Resourcefulness			
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to incorrect action in Rs	Nil		
Cash	Nil	Second	20
Materials/Valuables	Proper upkeep of P.B.X. board		
Confidential data	Nil	First	10
Supervision :			
Type of Supervision	Nil	First	10
Number Supervised	Nil		
Contact with Others :			
Scope and results of contact	With employees and public	Third	30
Nature of contacts	Mostly telephonic and occasionally personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Second	8
Extent of Outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		190

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Junior Clerk **JOB NO. GAC-13**
2. Department : Billing (Distribution).
3. **Brief outline of primary duties.*—Bill Collection, Meter reading as per programme on scheduled days, Preparation of bills and handing them over to the consumers. Posting of receipts in consumer ledger, assessment of revenue, issuing notices for disconnection for non-payment of bills. Drafting of routine letters.
4. Source of Supervision : Deputy Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Second	40
Training	Nil		
Experience	Nil	First	20
Complexities of Duties :			
Scope for Independent Action .	Drafts letters of routine nature. Points out stoppage of meters. Theft of energy.	Third	48
Resourcefulness . . .	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	Failure to issue disconnection notices in time may lead to loss.	Third	30
Cash	Collects cash from consumer upto Rs. 2,000		
Materials/Valuables . . .	Nil		
Confidential data . . .	Nil	First	10
Supervision :			
Type of Supervision . . .	Nil	First	10
Number Supervised . . .	Nil		
Contact with Others :			
Scope and results of contact .	Comes in contact with consumers.	Second	20
Nature of contacts . . .	Personal		
Working Conditions :	Average office conditions while in office		
Distraction and the effects on the Job.	. .		
Extent of Outside Work . .	50% of the time spent on outdoor work	Three	12
Accident Hazards . . .	Nil		
	TOTAL POINTS .		190

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Assistant Cashier. **JOB NO. GAC-14**
2. Department : Accounts Branch.
3. **Brief outline of primary duties*.—Goes to Bank for Cash Work and brings cash. Writing of Cash book, sending inter-branch advises, assists Cashier in general work.
4. Source of Supervision : Cashier.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Two	40
Training	..		
Experience	Upto one year	Three	60
Complexities of Duties :			
Scope for Independent Action Resourcefulness	Not much scope. Drafts letters of routine nature	Two	32
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	May result in minor losses if entries are not made properly in Cash Book.	Two	20
Cash	Brings cash from Bank upto Rs. 40,000		
Materials/Valuables	Nil		
Confidential data	Nil	One	10
Supervision :			
Type of Supervision	Nil	One	10
Number Supervised	Nil		
Contact with Others :			
Scope and results of contact	Employees and Bank authorities	Three	30
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office conditions	Three	12
Extent of outside work	Involves travelling occasionally (about 10 times a month).		
Accident Hazards	Nil		
	TOTAL POINTS		214

1. Job Designation : Cashier. **JOB NO. GAC-15**
2. Department : Accounts, Head Office.
3. **Brief outline of primary duties.*—Writing of day book, Writing of cheques and maintains register of cheques issued, investment register. Arranges day to day cash payments in absence of Head Cashier. Disbursement of salaries. He goes to bank for work of Board.
4. Source of Supervision : Head Cashier.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Departmental examination in Accounts	Third	60
Experience	2 years	Third	60
Complexities of Duties :			
Scope for Independent Action .	Nil	First	16
Resourcefulness . . .	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	Error in writing cheques will be detected by Head Cashier.	Fourth	40
Cash	Upto Rs. 20,000 at the time of salary disbursement once a month.		
Materials/Valuables . . .	Nil		
Confidential data . . .	Nil	First	10
Supervision :			
Type of Supervision . . .	Nil	First	10
Number Supervised . . .	Nil		
Contact with Others :			
Scope and results of contact .	Mainly with employees	First	10
Nature of contacts . . .	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Second	8
Extent of Outside work . .	Nil		
Accident Hazards . . .	Nil		
	TOTAL POINTS .		214

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GAC-16

1. Job Designation : Steno-typist.
2. Department : Technical.
3. **Brief outline of primary duties.*—Mainly does typing of letters and statements. He is required to take dictation as and when required.
4. Source of Supervision : Officer-in-Charge of Section.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Fourth	80
Training	Training in typing (speed of 40 w.p.m.) short-hand 60-80 w.p.m.).		
Experience	About six-months	Second	40
Complexities of Duties :		Second	32
Scope for Independent Action .	Minor errors like spelling etc. are corrected		
Resourcefulness . . .	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money Operations :		Second	20
Loss due to Incorrect action in Rs.	Nil		
Cash	Nil		
Materials/Valuables . . .	Proper upkeep of the machine		
Confidential Data . . .	Occasionally confidential data	Two	20
Supervision :		First	10
Type of Supervision . . .	Nil		
Number Supervised . . .	Nil		
Contact with Others :		Second	20
Scope and results of contact .	With employees and officers of the organization for obtaining information.		
Nature of contacts . . .	Personal		
Working Conditions :		Second	8
Distraction and the effects on the Job.	Average office conditions.		
Extent of Outside work . .	Nil		
Accident Hazards . . .	Nil		
	TOTAL POINTS .		230

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Typist. **JOB NO. GAC-17**
2. Department : Secretariat.
3. **Brief outline of primary duties.*—Typing of letters and statements from manuscripts as well as printed forms.
4. Source of Supervision : Head Typist.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Training in typing at speed of 50 w.p.m.	Third	60
Experience	Upto 3 years as typist	Fourth	80
Complexities of Duties :			
Scope for Independent Action	Correcting some minor errors like spelling etc.	Second	32
Resourcefulness	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money Operation :			
Loss due to Incorrect action in Rs.	Nil	Second	20
Cash	Nil		
Materials/Valuables	Proper upkeep of typing machine and reporting defects if any.		
Confidential Data	Nil	First	10
Supervision :			
Type of Supervision	Nil	First	10
Number Supervised	Nil		
Contact with Others :			
Scope and results of contact	Contacts mainly employees of section or department	First	10
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition		
Extent of Outside work	Nil	Second	8
Accident Hazards	Nil		
	TOTAL POINTS		230

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Record Keeper. **JOB NO. GAC-18**
2. Department : Establishment.
3. **Brief outline of primary duties.*—Arranges files on racks according to classification of department, serial number etc., follow up work regarding scrapping of files from record. Issue of files on requisitions, upkeep of files.
4. Source of Supervision : Establishment Officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Second	40
Training	Nil		
Experience	3 to 4 years	Fourth	80
Complexities of Duties :			
Scope for Independent Action Resourcefulness . .	Suggests which files are to be scrapped		
Interpretation	In arranging files according to classifications	Third	48
Planning	Nil		
Decision	Nil		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Improper preservation may result in damage to files	Second	20
Cash	Nil		
Materials/Valuables . . .	Preserves files		
Confidential Data	Nil	First	10
Supervision :			
Type of Supervision . . .	Nil	First	10
Number Supervised . . .	Nil		
Contact with Others :			
Scope and results of contact .	With employees of the section/department	Second	20
Nature of contacts . . .	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office conditions	Second	8
Extent of Outside work . .	Nil		
Accident Hazards . . .	Nil		
	TOTAL POINTS .		236

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GAC-19

1. Job Designation : Senior Clerk.
2. Department : Accounts.
3. **Brief outline of primary duties.*—Correspondence with suppliers, puts up drafts, notes to supervisors, checks, items in the bill as per tender document.
4. Source of Supervision : Assistant Accountant.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Third	60
Training	Should pass departmental exam.		
Experience	3 to 5 years as Jr. Clerk	Fourth	80
Complexities of Duties :			
Scope for Independent Action .	Draft letters on routine matters		
Resourcefulness . . .	Points out discrepancies on routine matter	Third	48
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Errors in checking bills may lead to loss which can be detected at the final stage.	Third	30
Cash	Nil		
Materials/Valuables . . .	Nil		
Confidential Data . . .	Handles data which is unimportant	Second	20
Supervision :			
Type of Supervision . .	Nil	First	10
Number Supervised . . .	Nil		
Contact with Others :			
Scope and results of contact .	Comes in contact with employees of the section	First	10
Nature of contacts . . .	Nil		
Working Conditions :	Average office conditions	Second	8
Distraction and the effects on the Job.	Nil		
Extent of Outside work . .	Nil		
Accident Hazards . . .	Nil		
	TOTAL POINTS .		266

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Security Inspector. **JOB NO. GAC-20**
2. Department : Watch & Ward.
3. **Brief outline of primary duties.*—Patrolling the areas in vicinity of power house for vigilance purpose. Mans the control gate. Allocates and controls the watchman posted at different location. Checks the passes at the gates for authorised entry. Issues passes to visitors and guides visitors. Issues identity cards to employees. Has to cycle about 7 to 8 miles for vigilance purpose. Entries of incoming and outgoing vehicles and purpose of visit, surprise checks on vehicles.
4. Source of Supervision : Security Officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Military or police type training	Two	40
Experience	3 to 4 years	Four	80
Complexities of Duties :			
Scope for Independent Action	In locating cases of theft, detaining the suspects		
Resourcefulness	In searching vehicles in case of suspicion	Third	48
Interpretation	In interpreting criminal procedures etc.		
Planning	Allocates and checks the work of watchman		
Decision	In detaining the suspect in case of theft, search of vehicles.		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	May result in pilferage, theft		
Cash	Nil	Two	20
Materials/Valuables	Nil		
Confidential Data	Intelligence reports disclosure of which is detrimental to department.	Three	30
Supervision :			
Type of Supervision	Supervises Watchman	Two	20
Number Supervised	About 8		
Contact with Others :			
Scope and results of contact	With officers of department and police department to some extent.	Two	20
Nature of contacts	Personal as well as telephonic		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Three	12
Extent of Outside work	Outside work for patrolling purpose travelling on cycle occasionally upto 10 miles.		
Accident Hazards	May have minor injuries		
	TOTAL POINTS		270

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Clerk, Billing. **JOB NO. GAC. 21**
2. Department : Sub-Division.
3. **Brief outline of primary duties.*—Checks energy bills prepared by Junior clerk, checking of ledger, receipts of energy bills, Preparation of revenue assessment. Monthly programmes for billing and meter reading. Ensures that disconnection notices are issued regularly. Drafts letters on routine matters.
4. Source of Supervision : Divisional Accountant.
5. Supervisor's comments : Concurs with the duties listed above.

***Duties listed above are illustrative and not exhaustive.**

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Should pass departmental examination	Third	60
Experience	3 to 4 years as Junior Clerk	Fourth	80
Complexities of Duties :			
Scope for Independent Action .	Drafting of letter of routine nature Preparation of revenue assessment.		
Resourcefulness . . .	Issuing disconnection notices promptly.	Third	48
Interpretation	Nil		
Planning	Prepares monthly programme for meter reading and billing.		
Decision	Nil		
Responsibilities for Money Operations :			
Loss due to incorrect action in Rs.	Errors committed while preparing revenue assessment may lead to loss—Errors in checking energy bills may lead to loss.	Second	20
Cash	Nil		
Materials/Valuables . . .	Nil		
Confidential Data . . .	Nil	First	10
Supervision :			
Type of Supervision . . .	Supervises the work of Jr. Clerks	Third	30
Number Supervised . . .	10		
Contact with Others :			
Scope and results of contact .	Contacts with consumers and employees	Second	20
Nature of contacts . . .	Personal		
Working Conditions :	Average office condition	Second	8
Distraction and the effects on the Job	Nil		
Extent of Outside work . .	Nil		
Accident Hazards . . .	Nil		
	TOTAL POINTS .		276

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Clerk. **JOB NO. GAC-22**
2. Department : Establishment.
3. **Brief outline of primary duties.*—Puts up drafts regarding transfer, promotions, retirements, attends representation from the staff, drafts routine letters, puts up notes on union matters, notifies vacancies to employment exchange. Handles papers in connection with disciplinary action of Class IV employees.
4. Source of Supervision : Superintendent (Establishment).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Third	60
Training	Should pass Department examination prescribed by the Board.		
Experience	3 years as Jr. Clerk	Fourth	80
Complexities of Duties :			
Scope for Independent Action	Drafts letters on routine matters	Third	48
Resourcefulness	Points out discrepancies on routine matters		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	Wrong entry in service books and increment register may lead to loss.		
Cash	Nil	Second	20
Materials/Valuables	Nil		
Confidential data	Handles papers regarding confirmation and disciplinary action disclosure of which may lead to strained relations.	Third	30
Supervision :			
Type of Supervision	Supervise the Jr. Clerk	Second	20
Number Supervised	One		
Contact with Others :			
Scope and results of contact	Comes in contact with employees	First	10
Nature of Contacts	Personal		
Working Conditions :	Average office conditions		
Distraction and the effects on the Job.	Nil	Second	8
Extent of Outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		276

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Clerk, Establishment. **JOB NO. GAC-23**
2. Department : Division
3. **Brief outline of primary duties*.—Maintenance of service books, personal files, increment register, work connected with grant of leave to employees, opening of service books for new employees, puts up proposals for superannuation, confirmation, attends to disciplinary matters of class IV employees.
4. Source of Supervision : Executive Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Should pass departmental examination prescribed by the board.	Third	60
Experience	3 years as Junior Clerk	Fourth	80
Complexities of Duties :			
Scope for Independent Action	Drafting of letter on routine matter	Third	48
Resourcefulness	Points out discrepancies on routine matter		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	Wrong entry in service books or increment register may lead to loss.	Second	20
Cash	Nil		
Materials, Valuables	Nil		
Confidential data	Handles papers regarding confirmation and disciplinary action disclosure of which may lead to strained relation.	Third	30
Supervision :			
Type of Supervision	Supervises the work of Jr. Clerks	Second	20
Number Supervised	One		
Contact with Others :			
Scope and results of contacts	Comes in contact with employees of the Section	First	10
Nature of contacts	Nil		
Working Conditions :	Average office condition	Second	8
Distraction and the effects on the Job.	Nil		
Extent of Outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		276

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Senior Clerk **JOB NO. GAC-24**
2. Department : Stores.
3. **Brief outline of primary duties*.—Drafts letter as per direction of supervisors, prepares comparative statement of tenders, Maintains register of materials, orders, etc. sends reminders to suppliers.
4. Source of Supervision : Stores Officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Third	60
Training	Should pass Departmental Examination		
Experience	3 to 4 years	Fourth	80
Complexities of Duties :			
Scope for Independent Action	Drafts letter on supplies	Third	48
Reosurcefulness	Points out discrepancies on routine matters		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Error in preparing statement may lead to wrong decisions.	Third	30
Cash	Nil		
Materials/Valuables	Nil		
Confidential data	Handles confidential data of important nature	Second	20
Supervision :			
Type of Supervision	Nil	First	10
Number Supervised	Nil		
Contact with Others :			
Scope and results of contact	Contact other departments for information as directed by superiors.	Second	20
Nature of contacts	Personal		
Working Conditions :	Average office conditions	Second	8
Distraction and the effects on the Job.	Nil		
Extent of Outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		276

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Stores assistant. **JOB NO. GAC-25**
2. Department : Stores.
3. **Brief outline of primary duties.*—Recording of measurements of stationary items, furniture, preparation of material issue receipt, prepares monthly return on issues and receipts and submits to Head Office. Keeps watch on Railway Receipt, materials received from outside.
4. Source of Supervision : Stores Superintendent.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Departmental examination in Accounts as prescribed by board.	Fourth	80
Experience	3 to 4 years	Fourth	80
Complexities of Duties :			
Scope for Independent Action	No scope	Second	32
Resourcefulness	No Scope		
Interpretation	Allocates work to senior/jr. clerks		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	Errors in recording of measurements may lead to loss	Third	30
Cash	Nil		
Materials/Valuables	Nil		
Confidential data	Nil	First	10
Supervision :			
Type of Supervision	Junior/Senior Clerks	Third	30
Number Supervised	3		
Contact with Others :			
Scope and results of contact	Employees of the organisation	Second	20
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Second	8
Extent of Outside Work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		290

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1 Job Designation : Jr. Stenographer. **JOB NO. GAC-26**

2. Department : Secretariat.

3. **Brief outline of primary duties.*—Taking dictation from various officers and types the letters. Occasionally handles confidential data.

4. Source of Supervision : Establishment Assistant.

5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Training in typing (45 w.p.m.) & Stenography (100 w.p.m.).	Fourth	80
Experience	. Upto one year	Third	60
Complexicities of Duties :			
Scope for Independent Action .	He has to put letters in proper presentable form, minor errors like spelling etc. to be corrected.	Four	64
Resourcefulness . . .	In completing his work speedily and getting proper references.		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	Nil	Second	20
Cash	Nil		
Materials/Valuables . . .	Proper upkeep of the machine and stationary		
Confidential data . . .	Handles occasionally data which if disclosed may cause damage to organisation.	Third	30
Supervision	Nil		
Type of Supervision . . .	Nil	First	10
Number Supervised . . .	Nil		
Contact with Others :			
Scope and results of contact .	Employees & Officers of the Office for obtaining and furnishing information. Sometimes of confidential nature.	Two	20
Nature of contacts . . .	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Second	8
Extent of Outside Work . .	Nil		
Accident	Nil		
	TOTAL POINTS .		292

APPENDIX J—(*Cond.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Liberarian. **JOB NO. GAC-27**
2. Department : Technical.
3. **Brief outline of primary duties.*—Maintenance of books numbering about 1000 such as proper stocking classification, cataloguing. Issue and receipt of books, Maintains registers prepares cards. Physical maintenance of books such as arranging for binding etc. Receives technical journals and arranges for circulation. Receives indents from different departments and consolidates if for putting it upto Library Committee. Brings up I.S.I. codes up to date by fixing amendment slips photographs of project work are preserved.
4. Source of Supervision : Executive Engineer.
5. Supervisor's Comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Graduate in Arts		
Training	Diploma in Librarianship	Sixth	120
Experience	2 years in Library	Third	60
Complexities of Duties :			
Scope for Independent Action	In classifying and cataloguing the books		
Resourcefulness	In proposing new books, taking abstracts		
Interpretation	Interpreparation of code of classifying book	Third	48
Planning	Nil		
Decision	Nil		
Responsibilities for Money/Operations :			
Loss due to Incorrect action in Rs.	Loss due to bad maintenance or not recovering books from borrowers may cause loss.	Third	30
Cash	Nil		
Materials/Valuables	Proper upkeep of books		
Confidential data	Nil	First	10
Supervision :			
Type of Supervision	Nil	First	10
Number Supervised			
Contact with others :			
Scope and results of contact	Mainly with employees of the board	Second	20
Nature of Contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office conditions	Second	8
Extent of Outside Work	Nil		
Accident Hazards	Nil		
	TOTAL POINT		306

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Establishment Assistant (Typing). **JOB NO. GAC-28**
2. Department : Secretarial.
3. **Brief outline of primary duties.*—Allocates and supervises the work of typists in typing pool. Checks whether typists work according to schedules of work fixed. Types important and confidential matter. Maintains history card for typewriters, arranges for repairs, etc. Recommends leave for typist.
4. Source of Supervision : Establishment Officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative add not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Third	60
Training	Training in Typing (60 WPM)		
Experience	Five years	Fifth	100
Complexities of Duties :		Third	48
Scope for Independent Action	In allocation of work to typists according to importance.		
Resourcefulness	In typing out important and confidential papers		
Interpretation	Nil		
Planning	In allocation of work to typists evenly		
Decision	Decides the type of work to be given to typist		
Responsibilities for Money/Operations :		First	10
Loss due to incorrect action in Rs.	Nil		
Cash	Nil		
Materials/Valuables	Proper upkeep of machine in Head Office		
Confidental data	Types confidential data of considerable importance, disclosure of which is deterimental to the department.	Fourth	40
Supervision :		Third	30
Type of Supervision	Typists		
Number Supervised	23		
Contact with Others :		Second	20
Scope and results of contact	Employees & Officers of the Head Office		
Nature of contacts	Personal		
Working Conditions :		Second	8
Distraction and the effects on the Job.	Average office conditions		
Extent of Outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		316

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Assistant Accountant. **JOB NO. GAC-29**
2. Department : Account—Head Office.
3. **Brief outline of primary duties.*—Compilation of budget estimates. Quarterly statement of Accounts stating capital expenditure, Revenue expenditure and Consumer arrears as reported from different stations of the Board. Information regarding plan expenditure i.e. financial forecasts are presented to State Government as well as C.W.P.C. Maintenance of financial commitment register indicating all orders placed on suppliers. Statistical data on all aspects of revenue.
4. Source of Supervision : Accounts Officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Departmental examination in Accounts	Third	60
Experience	3 to 5 years	Fifth	100
Complexities of Duties :			
Scope for Independent Action	Forecasts items like capital expenditure, revenue depreciation after knowing capital outlay of the project.	Fourth	64
Resourcefulness	Nil		
Interpretation	Interpretation of Electricity Supply Act & Electricity Rules.		
Planning	Nil		
Decision	May suggest the course of action		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Incorrect entries in commitment register may lead to awkward situation for the Board.	Third	30
Cash	Nil		
Materials/Valuables	Nil		
Confidential data	Handles data which is not of much importance	Second	20
Supervision :			
Type of Supervision	Junior/Senior Clerks	Third	30
Number Supervised	3		
Contact with Others :			
Scope and results of contact	Mainly with employees of the organisation	Second	20
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office conditions	Second	8
Extent of Outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		332

APPENDIX J—*(Contd.)*

GUJARAT ELECTRICITY BOARD—*(Contd.)*

JOB NO. GAC-30

1. Job Designation : Cost Assistant
2. Department : Accounts.
3. **Brief outline of primary duties.*—Valuation of Stores, Store and Capital inventory for watch and control. Locating the surplus material by comparing consumption with stock and purchases. Prepares consumption stores analysis statement and reconciles with financial control ledgers. Locating and writing off and writing back excesses and shortages found out in inventory—Collecting and analysing the data of material cost.
4. Source of Supervision : Accounts Officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Passing of departmental examination for Asst. Accountant.	Five	100
Experience	3 to 4 years	Four	80
Complexities of Duties :			
Scope for Independent Action .	Disposal of scraps suggests alternative	Four	64
Resourcefulness . . .	Nil		
Interpretation	Accounts Code		
Planning	Allocates work to clerical employees		
Decision	Suggests alternative course of action		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Incorrect compilation of consumption analysis may lead to indirect loss.	Two	20
Cash	Nil		
Materials/Valuables . . .	Nil		
Confidential data . . .	Monthly and annual statements	Two	20
Supervision :			
Type of Supervision . . .	Supervises the work of clerical employees	Two	20
Number Supervised . . .	5		
Contact with Others :			
Scope and results of contact .	Comes in contact with employees of the Board	Two	20
Nature of contacts . . .	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average Office conditions	Two	8
Extent of Outside work . .	Nil		
Accident Hazards . . .	Nil		
		TOTAL POINTS .	332

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Store Keeper **JOB NO. GAC-31**
2. Department : Regional Stores.
3. ***Brief outline of primary duties.***—Issue and Receipt of material, proper stacking up of materials binwise, prepares the bin cards. Makes entry in the material requisition on the basis of actual quantity issued. To maintain site bin card, prepares daily statement of issues. Prepares daily statement of receipt.
4. Source of Supervision : Stores Officer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Must pass Dept. examination for the post of Head Clerks.	Fourth	80
Experience	About five years	Fifth	100
Complexities of Duties :			
Scope for Independent Action	In identifying materials, proper stacking etc.	Second	52
Resourcefulness	Nil		
Interpretation	Nil		
Planning	Nil		
Decision	Nil		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Improper issue or over issue may result in loss	Sixth	60
Cash	Nil		
Materials/Valuables	All Engineering stores valued. Few lakhs of rupees		
Confidential data	Nil	First	10
Supervision :			
Type of Supervision	Watchman, Helper & Labourers	Third	30
Number Supervised	10		
Contact with Others :			
Scope and results of contact	Contact with office staff	Second	20
Nature of contacts	Personal		
Working Conditions	Average office conditions		
Distraction and the effects on the Job.	Nil		
Extent of Outside work	Nil	Second	8
Accident Hazards	Nil		
		TOTAL POINTS.	340

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(Contd.)

1. Job Designation : Head Clerk **JOB NO. GAC-32**
2. Department : Establishment.
3. **Brief outline of primary duties.*—General correspondence in connection with confirmation, leave, superannuation of the staff, makes entires in service book and personal files of staff in head office and some senior staff in field offices.
4. Source of Supervision : Superintendent
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Passing of Departmental tests	Fourth	80
Experience	Five years	Five	100
Complexities of Duties :			
Scope for Independent Action	Initiates cases regarding confirmation, superannuation	Four	64
Resourcefulness			
Interpretation	Interpretation of rules, regarding confirmation, leave etc.		
Planning	In allocation of work of junior/senior clerks		
Decision	Nil		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	In cese of wrong issue of increment, leave etc.	Second	20
Cash	Nil		
Materials/Valuables	Nil		
Confidential data	Handles confidential data disclosure may be harmful to section.	Three	30
Supervision :			
Type of Supervision	Junior/Senior clerks, Daftary, Peons	Two	20
Number Supervised	3		
Contact with Others :			
Scope and results of contact	Contacts with employees	Two	20
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office conditions	Two	8
Extent of Outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		342

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Head Cashier. **JOB NO. GAC-33**
2. Department : Accounts—Head Office.
3. **Brief outline of primary duties.*—Maintains register indicating loan received from State Government, interest repayments, phases out programme for loan received from Government, maintains liaison with scheduled banks regarding revenue collections and its proper investment.

   Studies the revenue receipt, Capital and revenue expenditure and suggests what investment should be made in scheduled banks and for what pariod.

   Bank and treasury reconcilliation work. Initiates arrangement of transfer of funds to field units. Disbursement of salaries in Head Office. Custody of securities such as N.D. Certificates and maintenance of regular accounts. Arranging day to day cash payments. General correspondence with banks, suppliers etc.
4. Source of Supervision : Accounts Officer.
5. Supervisor's comments : Concurs with the duty listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Departmental examination in Accounts	Third	60
Experience	3 to 5 years	Fifth	100
Complexities of Duties :			
Scope for Independent Action	Initiates correspondence with bank, suggests investment pattern.	Fourth	64
Resourcefulness	..		
Interpretation	Does not arise		
Planning	Allocation of work to his staff		
Decision	Suggest a course of action		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	May happen if counterfiet coins are accepted	Fourth	40
Cash	Upto Rs. 5,000		
Materials/Valuables	Custody of securities		
Confidential data	Nil	First	10
Supervision :			
Type of Supervision	Senior/Junior Clerks	Third	30
Number Supervised	6		
Contact with Others :			
Scope and results of contact	With employees as well as officials of banks, suppliers.	Third	30
Nature of contacts	Personally as well as telephonic		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition		
Extent of Outside work	Goes to bank once a week	Third	12
Accident Hazards	Nil		
		TOTAL POINTS	346

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Legal Assistant **JOB NO. GAS-1**
2. Department : Establishment.
3. **Brief outline of primary duties.*—Handles cases of disciplinary action for Head Office & Field Office staff All appeals received from field offices. Custody of confidential reports of the staff. Drafting of letters in connection with above matter.
4. Source of Supervision : Establishment officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Graduate in Law	Sixth	120
Training	. .		
Experience	3 years	Fourth	80
Complexities of Duties :			
Scope for Independent Action .	Initiates correspondence in cases of disciplinary action and follow up work.	Third	48
Resourcefulness . . .			
Interpretation	Interpretation of rules regarding discipline		
Planning	Nil		
Decision	No scope		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Nil		
Cash	Nil	Second	20
Materials/Valuables . . .	Confidential reports		
Confidential data . . .	Handles confidential data continuously disclosure of which is detrimental to department.	Four	40
Supervision :			
Type of Supervision . . .	Junior Clerk : Senior Clerk	Two	20
Number Supervised . . .	2		
Contact with Others :			
Scope and results of contact .	Employees of the section/department	Two	20
Nature of contacts . . .	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition		
Extent of Outside work . .	Nil	Two	8
Accident Hazards . . .	Nil		
		TOTAL POINTS .	356

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Security Officer **JOB NO. GAS-2**
2. Department : Secretariat.
3. **Brief outline of primary duties.*—Supervises and allocates the work of employees like watchman, peons and gardeners, sweepers. Preventing theft and pilferage of Board's property. Supervises the maintenance of Board's Housing colony. In-charge of Board's vehicle in head office. Looks after fire-fighting equipments. Guiding management on security problems, civil defence measures.
4. Source of Supervision : Secretary.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Intermediate		
Training	Military or police type of training	Third	60
Experience	Five years as security officer	Fifth	100
Complexities of Duties :			
Scope for Independent Action .	In detecting theft and pilferage of board's property	Fourth	64
Resourcefulness . . .	In trapping the suspect		
Interpretation	Interpretation of defence of India Act		
Planning	In allocating and distributing work to staff		
Decision	Takes decision of minor nature.		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Non-vigilance may lead to loss to board's property	Third	30
Cash	Nil		
Materials/Valuables . . .	Nil		
Confidential data . . .	Disclosure of information may be deterimental to department.	Fourth	40
Supervision :			
Type of Supervision . . .	Watchman, Peons, Mazdoors, Gardeners	Fourth	40
Number Supervised . . .	80		
Contact with Others :			
Scope and results of contact .	With officers, employees and police department	Third	30
Nature of contacts . . .	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Second	8
Extent of Outside work . .	Nil		
Accident Hazards . . .	Nil		
	TOTAL POINTS .		372

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Publication Officer **JOB NO. GAS-3**
2. Department : Secretarial
3. **Brief outline of primary duties.*—Collects information from field offices as well as Head Office. Does editing work for House Magazine, frequently visits press regarding above work. Keeps inventory of house magazine. Correspondence with field officers regarding news, subscription, preparation of brochures for benefit of consumers, does translation work from English to Gujarati responsible for public relation work to the extent of publishing boards activities, watch the fair distribution of advertisements to news papers.
4. Source of Supervision : Secretary (Editor).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Graduate in Arts	Sixth	120
Training	Diploma in Journalism		
Experience	About four years in the field of Journalism	Fourth	80
Complexities of Duties :			
Scope for Independent Action	In arranging layout of house magazine, arranging photographer at functions	Fourth	64
Resourcefulness	Dealing with press		
Interpretation	Nil		
Planning	Timely publication of journal		
Decision	Recommends the material for publication		
Responsibilities for Money operations :			
Loss due to Incorrect action in Rs.	Publication of certain items may affect the image of organisation.		
Cash	Nil	Second	20
Materials/Valuables	Nil		
Confidential data	Publication of data may influence the public opinion. Care to see that defamatory news are not divulged.	Third	30
Supervision :			
Type of Supervision	Nil	First	10
Number Supervised			
Contact with Others :			
Scope and results of contact	Officers of the board, press, public	Fourth	40
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office conditions	Second	8
Extent of Outside work	Occasionally outdoor (once a week) travels in Board's transport.		
Accident Hazards	Nil		
	TOTAL POINTS		372

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Office Superintendent **JOB NO. GAS-4**
2. Department : Establishment.
3. **Brief outline of primary duties.*—Deals cases of staff increment, leave, confirmation and superannuation, creation and abolition of posts, upgrading and downgrading of posts, overall responsibility for maintenance of service books and personal files. Maintenance of register showing sanctioned and actual strength for entire board. Drafting of notes and putting up to board in case of creation of posts etc. Keeping checks on sanction of temporary posts.
4. Source of Supervision : Establishment Officer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Passing of departmental examination prescribed by the board.	Fifth	100
Experience	Five years	Fifth	100
Complexities of Duties :			
Scope for Independent Action Resourcefulness	Initiates proposals on creation and abolition of posts	Fourth	64
Interpretation	Interpretation of service rules, standing orders		
Planning	Allocates work to his staff		
Decision	No scope		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Has to be careful while putting up proposals for creation of posts.	Second	20
Cash	Nil		
Materials/Valuables	Nil		
Confidential data	Handles confidential data occasionally. Disclosure may be detrimental to department.	Third	30
Supervision :			
Type of Supervision	Head Clerk, Junior / Senior Clerks	Third	30
Number Supervised	7		
Contact with Others :			
Scope and results of contact	Contacts with employees	Second	20
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Second	8
Extent of Outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		372

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Stores Superintendent. **JOB NO. GAS-5**
2. Department : Account.
3. **Brief outline of primary duties.*—Indenting of stationary items to cover the requirements of Head Office as well as field offices. Keep control over items required, for Head office. Items are issued as per indent received from various sections. Bin cards, registers, etc. are maintained. Keeps register of capital items of Head office, Makes small purchases to meet requirements of the department. Arranges for furniture, repairs, etc. in Head office. Accounting aspects of Stores.
4. Source of Supervision : Financial Adviser & Chief Accounts Officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Departmental examination in Accounts	Fifth	100
Experience	3 to 5 years	Fifth	100
Complexities of Duties :			
Scope for Independent Action Resourcefulness	Initiates indents for stationary items, Keeping physical control over items.	Fourth	64
Interpretation	Does not arise		
Planning	Allocates work to stores Assist		
Decision	Decides on small purchases		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Incorrect preparation of inventory may result in loss	Third	30
Cash	Imprest of Rs. 250		
Materials/Valuables	Nil		
Confidential data	Nil	First	10
Supervision :			
Type of Supervision Number Supervised	Stores Assistant, Senior/Junior Clerks 4	Third	30
Contact with Others :			
Scope and results of contact	With employees & with petty suppliers	Third	30
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office conditions		
Extent of Outside work	Nil	Second	8
Accident Hazards	Nil		
	TOTAL POINTS .		372

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Stores Superintendent **JOB NO. GAS-6**
2. Department : Stores.
3. **Brief outline of primary duties.*—Receipt and issue of meterials mostly Engineering items. Maintenance of minimum and maximum level stocks. Arranges to take delivery of meterials from Railway station situated 8 miles away from the power station. Petty purchases of items below Rs. 100 at a time. Maintenance of bin cards of all items which are in stock. Issue of materials at odd time and on holiday. Authorised to issue materials at odd times—Dealing with railway and Insurance for claims—Recording of measurement upto Rs. 5,000.
4. Source of Supervision : Chief Engineer (Generation).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Five	100
Training	Passing of departmental examination in stores, accounting.		
Experience	5 years	Five	100
Complexities of Duties :			
Scope for Independent Action	Maintaining the stock level-Petty purchases	Four	64
Resourcefulness	In locating materials and suppliers—In dealing with railways.		
Interpretation	Interpretes the terms of Insurance policies		
Planning	Plans the work of 19 employees. From Store Keeper to Helper.		
Decision	In petty purchases		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	May result in deterioration of materials	Four	40
Cash	Rs. 100		
Materials/Valuables	Stores worth Rs. 1 crore		
Confidential data	Nil	One	10
Supervision :			
Type of Supervision	Directly supervises work of Store Keeper. General supervision of Senior clerks, Jr. Clerks, Helper.	Two	20
Number Supervised	18 employees		
Contact with Others :			
Scope and results of contact	Comes in contact with suppliers, railways, insurance	Three	30
Nature of contacts	Personal		
Working Conditions	Average office condition Work involves travelling	Three	12
Distraction and the effects on the Job.	Nil		
Extent of Outside work	Occasional		
Accident Hazards	Nil		
	TOTAL POINTS		376

APPENDIX J—(Contd.)

GUJARAT ELECTRICITY BOARD—(Contd.)

1. Job Designation : Senior Stenographer **JOB No GAS-7**
2. Department : Secretariat.
3. **Brief outline of primary duties*.—Takes dictation from Departmental Heads such as Secretary, Chief Engineer, Types the letters, maintains appointment diary, attends telephone calls occasionally handles case files, accompanies H.O.D. on tour whenever required, minutes of meetings to be recorded.
4. Source of Supervision : Head of the department.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.	Fourth	80
Training	Typing speed 50 w.p.m. short-hand 120 w.p.m.		
Experience	Four to five years	Five	100
Complexities of Duties :			
Scope for Independent Action Resourcefulness	Puts up paper with case files and connected correspondence for perusal of his officer	Five	80
Interpretation	Interprets cases and papers in order to present it to officers.		
Planning	Nil		
Decision	Regarding priority of papers		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Nil		
Cash	Nil	Second	20
Materials/Valuables	Proper upkeep of machine		
Confidential data	Handles continuously confidential data of considerable importance to the organisation.	Five	50
Supervision :			
Type of Supervision Number Supervised	Nil Nil	First	10
Contact with Others :			
Scope and results of contact	Contacts with departmental heads and public		
Nature of contacts	Personal as well as telephonic	Third	30
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Second	8
Extent of Outside work	Occasionally outdoor (accompanies the departmental head).		
Accident Hazards	Nil		
	TOTAL POINTS		378

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Divisional Accountant **JOB NO. GAS-8**
2. Department : Accounts.
3. **Brief outline of primary duties*.—Assists in finalization of boards annual accounts, compiles statistical data for forwarding it to World Bank, scrutiny of periodical accounts returns received from field offices, financial scrutiny of proposals involving capital expenditure, valuation of Licensees to be taken over by Board (Scrutiny), replies to queries received from field offices on Accounts matter. Implementation of new procedures.
4. Source of Supervision : Accounts Officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Passing of departmental examination in Accounts	Fifth	100
Experience	3 to 5 years	Fifth	100
Complexities of Duties :			
Scope for Independent Action Resourcefulness	Initiates action to some extent on valuation of licenses to be taken over by board. Replies to Queries received from field officer.	Fifth	80
Interpretation	Interpretation of Account Code and delegation of powers.		
Planning	Allocates work to his staff and checks it		
Decision	May advise superiors about course of action		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Errors if any will be detected at earlier stage	Second	20
Cash	Nil		
Materials/Valuables	Nil		
Confidential data	Handles data, disclosure of which is not very important.	Second	20
Supervision :			
Type of Supervision Number Supervised	Asstt. Accountant, Senior/Jr. Clerks 7	Third	30
Contact with Others :			
Scope and results of contacts	Employees of the board	Second	20
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the job.	Average office conditions	Second	8
Extent of Outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		378

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. **Job Designation** : Office Superintendent **JOB NO. GAS-9**
2. Department : Operation & Maintenance.
3. **Brief outline of primary duties.*—Scrutinises mails received (about 500 a day) and marks to different sections. Puts up correspondence files to Chief Engineer, Drafts letters, circulars and puts up to Chief Engineer. Puts up important cases to Chief Engineer for his perusal, general supervision of the staff, maintenance of muster roll for entire staff of O & M, follow up of cases required by Chief Engineer and proper disposal thereof. Dealings with Administrative matters of Chief Engineer (O&M). Keeps note of his engagements.
4. Source of Supervision : Chief Engineer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	S.S.C.		
Training	Departmental examination prescribed by the board	Fifth	100
Experience	Five years	Fifth	100
Complexities of Duties :			
Scope for Independent Action Resourcefulness	Putting up important papers to Chief Engineer using his own judgement.	Four	64
Interpretation	Not much		
Planning	Allocation of work to his staff		
Decision	Nil		
Responsibilities for Money Operations :			
Loss due to incorrect action in Rs.	Nil		
Cash	Nil	First	10
Materials/Valuables	Nil		
Confidential data	Handles confidential data of considerable importance. Disclosure of which is detrimental to the department.	Third	30
Supervision :			
Type of Supervision Number of Supervised	Head Clerk, Junior/Senior clerks 40	Fourth	40
Contact with Others :			
Scope and results of contact	Mostly comes in contact with public	Third	30
Nature of contacts	Personal as well as telephonic		
Working Conditions :			
Distraction and the effects on the Job.	Average office conditions	Second	8
Extent of outside work	Nil		
Accident Hazards	Nil		
	TOTAL POINTS		382

APPENDIX J—(Contd.)

GUJARAT ELECTRICITY BOARD—(Contd.)

1. Job Designation : Cost Accountant. **JOB NO. GAS-10**
2. Department : Accounts.
3. **Brief outline of primary duties* :
   (1) *Material Control.*—Inventory analysis about material consumption, analysis according to Section and groups—about 300 items. Analysis of purchases made according to group and budget figure takes steps to see that budget is strictly adhered

   Fuel Cost.—Allocation to various expenses to different heads. Quantitative count of imported spares Analysed into groups per section.

   (2) *Labour Cost.*—Man hour analysis and overtime analysis in hours and value. Per section, per day, per hour. Analysis of expenses per group. Preparation of monthly and annual cost sheet for Generation—per unit cost of generation.
4. Source of Supervision : Accounts Officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Degree in Commerce		
Training	Special training in cost accountancy	Six	120
Experience	3 to 4 years	Four	80
Complexities of Duties :			
Scope for Independent Action	In analysing labour cost and fuel and material costs		
Resourcefulness	In devising new procedure	Four	64
Interpretation	Interprets Accounts Code		
Planning	Allocates work to his staff		
Decision	Suggest the course of action		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Incorrect preparation of cost analysis may lead to wrong interpretation.	Three	30
Cash	Nil		
Materials/Valuables	Nil		
Confidential data	Handles confidential data periodically disclosure of which may be detrimental to the Section.	Four	40
Supervision :			
Type of Supervision	Supervises the work of Cost Assistant, Senior Clerk, Jr. Clerk.	Two	20
Number Supervised	Six to Seven		
Contact with Others :			
Scope and results of contact	Contacts employees of the Board	Two	20
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition		
Extent of Outside work	Nil	Two	8
Accident Hazards	Nil		
	TOTAL POINTS		382

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GAS-11

1. Job Designation : Security Officer
2. Department : Watch & Ward.
3. **Brief outline of primary duties*.—Section head of Watch & Ward Staff. Issue of Gate passes to visitors. Vigilance through intelligence agency. Responsible for the safety of the plant. Civil defence. Maintains liaison with police for intelligence and security.
4. Source of Supervision : Chief Engineer (Generation).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Minimum S.S.C.		
Training	Retired Police Officer of the rank of D.S.P.	Four	80
Experience	About 5 years	Five	100
Complexities of Duties :			
Scope for Independent Action	In gathering intelligence report	Four	64
Resourcefulness	Required in locating suspects miscreants and sabotage		
Interpretation	Interprets criminal law		
Planning	Plans the work of Watch & Ward		
Decision	In maintaining law and order position		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Pilferage of materials. Non-vigilance may lead to sabotage.	Four	40
Cash	Nil		
Materials/Valuables	Revolver		
Confidential data	Intelligence reports. Disclosure of which is detrimental to the organisation. Writes confidential reports of the staff working under him.	Four	40
Supervision :			
Type of Supervision	Direct supervision of the work of Security Inspector. General supervision of Armed Guards and Watchmen.	Three	30
Number Supervised	40		
Contact with Others :			
Scope and results of contact	Comes in contact with public and police officers and employees of the Board.	Four	40
Nature of contacts	Personal		
Working Conditions	Average office condition—involves travelling occasionally.	Three	12
Distraction and the effects on the Job.	. .		
Extent of outside work	Occasional Travelling		
Accident Hazards	Nil		
	TOTAL POINTS		406

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Legal Superintendent. **JOB NO. GAS-12**
2. Department : Legal—Head Office.
3. **Brief outline of primary duties.*—Preparation of draft agreements on bank guarantee, indemnity bonds and scrutinizes agreements received. Verification of written statements on legal aspects. Search of relevant provisions of law, preparing draft notes on cases such as Workmen Compensation Act, Industrial Disputes Act, B.I.R. Act & I.E. Act. Correspondence—including court cases and Government level. Assistance to establishment section in legal matters.
4. Source of Supervision : Legal Adviser.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Law Graduate	Sixth	120
Training			
Experience	About four years	Fourth	80
Complexities of Duties :			
Scope for Independent Action Resourcefulness	Preparation of draft notes in cases on labour laws and electricity Act.	Fifth	80
Interpretation	Interprets various labour laws		
Planning	Allocates work to Jr. Clerk		
Decision	Suggests alternative course of action		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Wrong presentation may lead to loss	Third	30
Cash	Nil		
Materials/Valuables	Nil		
Confidential data	Handles confidential data regularly. Disclosure of data is detrimental to organisation.	Fourth	40
Supervision :			
Type of Supervision Number Supervised	Supervises Jr. Clerk One	Third	30
Contact with Others :			
Scope and results of contact	Mainly with employees of the organisation	Second	20
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Second	8
Extent of Outside work	Nil		
Accident Hazards	Nil		
		TOTAL POINTS	408

APPENDIX J—(Contd.)

GUJARAT ELECTRICITY BOARD—(Contd.)

JOB NO. GAS-13

1. Job Designation : Labour Welfare Officer
2. Department : Labour Welfare.
3. *Brief outline of primary duties.—Supervision of welfare activities of the power station—Receiving complaints and redressing grievances, ranging from grant of leave to organising the cinema show. Arrangement of Tournament, Time Keeping of employees—Inspection of First Aid Boxes—Inspecting the sanitary condition of power houses—gives weekly report. Correspondence with Factory Inspector, supervision of other statutory obligation—Hospital—Interpretation of labour laws and Board Rules and Regulations pertaining to labour. Employment of casual labour and maintenance of their service records—records of attendance—Record Keeping and correspondence regarding Apprentice Acts—Returns under Factories Act, Apprentices Act, Workmen's Compensation Act, E.S.I. Act, compulsory notification of Vacancies Act, Ex-officio member of the staff club. Correspondence with the Union on labour relation—conveys the meeting of labour circle committee—preparing agenda—Recording minutes and taking follow up action for school committee.
4. Source of Supervision : Chief Engineer (Generation).
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Degree in Arts, Commerce or Law	Six	120
Training	Post Graduate Degree in Social work		
Experience	3 years	Four	80
Complexities of Duties :			
Scope for Independent Action	In maintaining harmonious relation with Unions and employers.	Four	64
Resourcefulness	Requires tact, understanding in handling individual and collective grievances		
Interpretation	Of statutes relating to Labour and employment		
Planning	Allocates the work to clerical staff. Plans welfare activities—Meeting of the committee.		
Decision	Suggests course of action		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	No Monetary loss	Four	40
Cash	Occasionally handles cash upto Rs. 500		
Materials/Valuables	Factory licence, plans, agreements, contracts of Apprenticeship.		
Confidential Data	Union matters—Writes confidential reports—Confidential reports about union.	Four	40
Supervision :			
Type of Supervision	Supervises the work of two Clerks—Four time-keepers.	Three	30
Number Supervised	Six		
Contact with Others :			
Scope and results of contact	Comes in contact with employees and officers of the board.	Three	30
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Three	12
Extent of Outside work	Involves travelling occasionally, visits to Factory Office—Meeting of Labour Circle Committee.		
Accident Hazards	Nil		
	TOTAL POINTS		416

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Private Secretary **JOB NO. GAS-14**
2. Department : Board.
3. **Brief outline of primary duties.*—Mainly secretarial work. Receives mail addressed to Chairman. Arranges papers according to importance and puts up to Chairman. Calls for important files, takes dictation from Chairman. Drafting letters of lesser importance, puts up important facts to help arriving Chairman to decision in certain matters. Attends to telephone calls of Chairman occasionally. Maintains diary of appointments. Attends to visitors desiring to see Chairman and guides them properly. Attends to public relations work and does follow up work.
4. Source of Supervision : Chairman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education :	Graduate in Arts, Commerce	Sixth	120
Training	Stenography (150 w.p.m.) good proficiency in English.		
Experience :	5 years as P.A.	Fifth	100
Complexities of Duties :		Fourth	64
Scope for Independent Action	Putting up drafts, important facts to Chairman		
Resourcefulness . .	Mainly deals with consumers		
Interpretation	In putting up papers after typing		
Planning	Nil		
Decision	Suggests alternative course of action		
Responsibilities for Money Operations :		Second	20
Loss due to Incorrect action in Rs.	Nil		
Cash	Nil		
Materials/Valuables . . .	Proper upkeep of typing machine		
Confidential Data . . .	Deals with confidential data of considerable importance. Disclosure of which may be detrimental to the organization.	Sixth	60
Supervision :		First	10
Type of Supervision .	Personal Assistant to Chairman		
Number Supervised .	One		
Contact with Others :		Fourth	40
Scope and results of contact .	With heads of department and public which requires tactful handling.		
Nature of contacts . . .	Personal as well as telephonic		
Working Conditions :		Second	8
Distraction and the effects on the Job.	Average office conditions		
Extent of Outside work . .	Nil		
Accident Hazards . . .	Nil		
		TOTAL POINTS .	422

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

JOB NO. GAS-15

1. Job Designation : Personal Assistant
2. Department : Board.
3. **Brief outline of primary duties*.—Attends to visitors intending to see Chairman and guides them properly. Correspondence work. Takes dictation from Chairman and typing work. Attends to telephone calls for Chairman. Maintains diary of appointments, preparation of T.A. bills etc. of Chairman.
4. Source of Supervision : Chairman.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degrees	Points
Education	Graduate in Arts, Commerce	Sixth	120
Training	Stenography (140 w.p.m.) proficiency in English		
Experience	5 years as Senior Stenographer	Fifth	100
Complexities of Duties :			
Scope for Independent Action	Directs important papers to Departmental heads in absence of Chairman using his own judgement.	Fourth	64
Resourcefulness	Mainly in dealing with consumers		
Planning	Nil		
Decision	No Scope		
Responsibilities for Money Operations :			
Loss due to Incorrect action in Rs.	Nil	Second	20
Cash	Nil		
Materials/Valuables	Proper upkeep of typing machine		
Confidential Data	Deals with confidential data of considerable importance. Disclosure of which may be detrimental to the organisation.	Sixth	60
Supervision :			
Type of Supervision Number Supervised	Nil	First	10
Contact with Others :			
Scope and results of contact	With heads of Department and public which requires tactful handling.	Fourth	40
Nature of contacts	Personal as well as telephonic		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Second	8
Extent of Outside work	Nil		
Accident Hazards	Nil		
		TOTAL POINTS	422

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Assistant Secretary **JOB NO. GAS-16**
2. Department : Secretarial.
3. **Brief outline of primary duties.*—Receives mails and marks it to various sections. Attends urgent papers if any, issues orders regarding leave, increments, efficiency bar, transfers etc. after assessing whether approval of competent authority has been obtained. Maintenance of leave record as well as service books for staff of the field. Attests entries in the service book. Interpretation of service rules, standing orders, etc. Preparation of manuals and systematic compilation of data in the presentable form. Deals with cases of staff promotion. Issues order for scraping of files not required for work. Signs letters of routine nature. Compliance of boards resolution.
4. Source of supervision : Establishment officer.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degrees	Points
Education	Graduate in Arts, Science, Commerce or Law	Sixth	120
Training			
Expereience	Five years	Fifth	100
Complexities of Duties :			
Scope for Independent Action	In granting leave. Transfer order, putting up important papers to higher authorities.	Fifth	80
Resourcefulness			
Interpretation	Interpretation of service rules, standing orders etc.		
Planning	Staff increment at due dates, grants of leave at proper time.		
Decision	Takes decision on leave matters		
Responsibilities for Money Operations			
Loss due to Incorrect action in Rs.	Wrong interpretation of service rules may result in loss.		
Cash	Nil	Second	20
Materials/Valuables	Nil		
Confidential Data	Confidential data handled continuously. Disclosure of which may be detrimental to the Organization.	Fifth	50
Supervision :			
Type of Supervision	Junior Clerks, Senior clerks, Superintendent, Head clerk.	Fourth	40
Number Supervised	25 to 30		
Contact with Others :			
Scope and results of contact	Mostly with employees and officers of the section.	Second	20
Nature of contact	Personal		
Working Conditions :			
Distraction and the effects on the job.	Average office conditions	Second	8
Extent of Outside work	Nil		
Accident Hazards	Nil		
		TOTAL POINTS	438

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Assistant Secretary **JOB NO. GAS-17**
2. Department : Legal.
3. **Brief outline of primary duties.*—Drafting out conveyance deeds, agreements, notices, correspondence work on legal matters. Prepares notes on cases for courts, gives legal opinion. Attends court as representative of board. Deals with cases of land acquisition. He has to be conversant with the electricity supply rules.
4. Source of supervision : Legal adviser.
5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Graduate in Arts, Law degree is preferred	Sixth	120
Training	. .		
Expereience	5 years	Fifth	100
Complexities of Duties :			
Scope for Independent Action	Drafting of notices, opinion of legal suits etc.	Fifth	80
Resourcefulness			
Interpretation	Interpretation of various legal matters, documents regulations etc.		
Planning	Plans the work of his section.		
Decision	No scope		
Responsibilities for Money Operations :			
Loss due to incorrect action in Rs.	Wrong opinion may make organisation lose the case in court.	Fourth	40
Cash	Nil		
Materials/Valuables	Nil		
Confidential Data	Handles confidential data of importance & disclosure of which is detrimental to the organisation.	Fifth	50
Supervision :			
Type of Supervision	Office Superintendent, Stenographer, Clerks	Three	30
Number Supervised	3		
Contact with Others :			
Scope and results	With employees and officers of the organisation	Two	20
Nature of contact	Personal		
Working Conditions :			
Distraction and the effects on the Job.	Average office condition	Two	8
Extent of Outside work	Nil		
Accident Hazards	Nil		
		TOTAL POINTS .	448

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

. Job Designation : Assistant Secretary **JOB NO. GAS-18**

. Department : Technical (Stores and Purchases).

. **Brief outline of primary duties.*—Looks after administrative work connected with staff leave and other establishment matters of stores purchase section. Handles non-technical functions such as registration of contractors, general conditions of contract. purchase of non-technical items such as stationery, furniture etc., receives earnest money, security deposit from suppliers, maintenance of statistics, general correspondence for the section.

4. Source of Supervision : Controller of Stores.

5. Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Graduate in Arts, Science, Commerce or Law	Sixth	120
Training	. .		
Experience	Five years	Fifth	100
Complexities of Duties :			
Scope for Independent Action .	In streamlining terms and conditions of the supplier, initiates purchase requisition.	Fifth	80
Resourcefulness . . .	Uses discretion in granting leave to staff		
Interpretation	Interprets terms and conditions of contract, purchase code.		
Planning	Planning of indents received from field offices		
Decision	Takes decision in case of purchase of stationery etc.		
Responsibilities for Money Operations :			
Loss due to incorrect action in Rs.	May result in loss due to wrong decision	Third	30
Cash	Nil		
Materials/Valuables . . .	Important documents such as bank gaurantee		
Confidential Data . . .	Confidential reports of staff, tender papers, detrimental to organisation.	Fifth	50
Supervision :			
Type of Supervision . .	Supervises Stores Assistant, Senior & Junior Clerks, Typist.	Fourth	40
Number Supervised . . .	35 to 40		
Contact with Others :			
Scope and results of contact .	Comes in contact with departmental heads and suppliers.	Third	30
Nature of contacts . . .	Personal and telephonic to some extent		
Working Conditions :			
Distraction and the effects on the job.	Average office condition	Second	8
Extent of outside work . .	Occasionally.		
Accident Hazards . . .	Nil		
		TOTAL POINTS .	458

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

1. Job Designation : Accounts Officer **JOB NO. GAS-**
2. Department : Accounts Head Office.
3. **Brief outline of primary duties.*—Preparation of accounts on returns received from field offices. Scrutiny c quarterly returns received from circle offices and final consolidation. Matters will pertain to Accounts, Store misappropriation etc. Replies queries received from internal audit and Govt. Audit prepares returns for sub mission to C.W.P.C. Handles all correspondence in connection with field offices independently. Deals wit cases of passing of bills, custom clearance, claims of refund from custom authorities etc., bills of lading correspondance with Accountant General Office.
4. Source of Supervision : Deputy Chief Accounts Officer.
5. Supervisor's comments : Concurs with duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
Education	Graduate in Commerce	Sixth	120
Training	Nil		
Experience	Five years	Fifth	100
Complexities of Duties :			
Scope for independent Action	Preparation of A/cs, correspondence with project authorities.	Sixth	96
Resourcefulness	Suggests new procedures for getting correct information from field officers.		
Interpretation	Interpretation of accounts matters.		
Planning	Allocates the work to his staff		
Decision	Not much scope		
Responsibilities for Money Operations :			
Loss due to incorrect action in Rs.	Errors in Account might be detected by Audit in final stage.	Fifth	50
Cash	Nil		
Materials/Valuables	Nil		
Confidential Data	Handles cases of loss, theft occasionally. Disclosure may be detrimental to department.	Fourth	40
Supervision	Divisional Accountant, Senior/Junior Clerks, Asstt. Accountant.	Fourth	40
Type of Supervision			
Number Supervised	12		
Contact with Others :			
Scope and results of contact	Contacts with heads of department and other employees of the Dept.	Second	20
Nature of contacts	Personal		
Working Conditions :			
Distraction and the effects on the job.	Average office condition	Second	8
Extent of outside work	Nil		
Accident Hazards	Nil		
		TOTAL POINTS	474

APPENDIX J—(*Contd.*)

GUJARAT ELECTRICITY BOARD—(*Contd.*)

Job Designation : Accounts Officer **JOB NO. GAS-20**

Department : Accounts.

**Brief outline of primary duties.*—Overall charge of accounts department of Chief Engineer's (General) office, (a) accounts, (b) audit, (c) store accouting, (d) provident fund accounts for both operation, maintenance and construction. Functions as a adviser to Circle Head in matter of purchase and works.

Prepares balance sheets, annual audit report both internal as well as Government audit, Monthly and Quarterly reports, signs cheques upto Rs. 10,000 (special in case of Dhuvaran).

Source of Supervision : Chief Engineer (Generation).

Supervisor's comments : Concurs with the duties listed above.

*Duties listed above are illustrative and not exhaustive.

Factor	Description	Degree	Points
'ducation	Degree in Commerce	Six	120
Training			
xperience	4 to 5 years	Five	100
mplexities of Duties :		Six	96
Scope for independent Action	Considerable scope in devising new procedure, preparing balance sheets, returns etc.		
Resourcefulness	In matter of purchase		
Interpretation	Account codes		
Planning	Allocates & checks work to his staff		
Decision	In all matters connected with accounts.		
'esponsibilities for Money Operations :		Five	50
Loss due to incorect action in Rs.	Considerable loss if accounts are not prepared carefully.		
Cash	Rs. 5000 Joint responsibility with Cashier		
Materials/Valuables . . .	Agreements/Securities		
Confidential Data . . .	Writes confidential reports of his staff and also handles occasionally confidential data of considerable importance disclosure of which is detrimental to organisation.	Four	40
'upervision :		Three	30
Type of Supervision . .	Direct supervision of Divisional Accountant, Cost Accountant, Asstt. Accountngt and General Supervision of Jr. and Sr. Clerks.		
Number Supervised . . .	50		
'ontact with Others :		Three	30
Scope and results of contact .	With heads of department and suppliers. Government officials.		
Nature of contacts . . .	Personal. Telephonic occasionally		
'orking Conditions :		Three	12
Distraction and the effects on the Job.	Average office condition		
Extent of outside work . .	Occasional travelling in field offices.		
Accident Hazards . . .	Nil		
	TOTAL POINTS .		478

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